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ABSTRACT

The San Francisco unit of the California State University maintains a manual governing the university faculty. The 1973 edition of the faculty handbook covers the California State University and Colleges system; its organization; operating units; faculty personnel policies; professional responsibilities of the faculty; curriculum development; research and sponsored projects; academic regulations and procedures. The document also contains the constitution of the faculty; bylaws of the Academic Senate; guidelines for academic freedom and responsibility; hiring, retention and tenure policies; sabbatical leave applications; and grievances and disciplinary procedures. (JMF)

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California State University San Francisco / Faculty Manual

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CALIFORNIA STATE UNIVERSITY, SAN FRANCISCO

FACULTY MANUAL

1973

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THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

By action of the Legislature, the System's name was changed to California State University and Colleges effective June 1, 1972, and the name of the university became California State University, San Francisco.

By action of the California State Legislature in 1960 a Master Plan for all public higher education in California was established. Under the plan, the principal policy and administrative responsibilities for the State Colleges were vested in the newly created Trustees of the California State Colleges and in its administrative-executive arm, the Office of the Chancellor. While the Trustees and the Chancellor set broad policy for the system, they delegate much responsibility to each campus. Also created by the Legislature was the Coordinating Council for Higher Education whose charge it is to clarify and stabilize relationships between the University, the State Universities and Colleges, and the Community Colleges. In addition, a Statewide Academic Senate, composed of representatives of the faculty at each campus, consults with the Chancellor, and makes recommendations to him regarding academic matters.

Membership and Administration of Trustees. The Trustees form a board consisting of sixteen members appointed by the Governor, and five ex officio members: the Governor, Lieutenant Governor, Superintendent of Public Instruction, the Speaker of the Assembly, and the Chancellor, who serves as the chief executive of the system. The President of the University of California may, by invitation, sit with the Trustees in an advisory capacity, and the Chancellor may sit similarly with the Board of Regents of the University. Terms of the Trustees are presently set at eight years.

The Coordinating Council for Higher Education. The CCHE is a State agency created in 1960 by the Legislature as part of the Donahoe Higher Education Act, which incorporated many of the recommendations of the widely known Master Plan for Higher Education.

Initially, the Council consisted of fifteen members: twelve representing public and private higher education, and three appointed by the Governor to represent the general public. In 1965, three additional public members were added to the Council, bringing its membership to eighteen. The public members assumed a majority on the Council in 1969 when institutional representation was reduced. Currently, the Council is made up of ten members: one from each of the four segments of California higher education and six from the general public. A representative of the State Board of Education serves also as a non-voting member. The Council meets six times a year--approximately every other month--and its meetings are open to the public.

The creation of the Coordinating council was a recognition by the Legislature of the need for effective planning in California higher education and for coordination of the operation of the segments, particularly those supported by public funds.

The Council acts as expert advisor to decision makers, including the Governor, the Legislature, and the governing boards themselves, on the most efficient and productive manner of operation. At times this advice will involve recommendations for increases or decreases in State financial support, but it also can and does include advice on nonfiscal questions such as tenure, the transfer of student credits from one education system to another, master planning, academic program review, and other matters. In short, the purpose of the Coordinating Council is to provide the research that is necessary for decision makers at all levels to take those actions that will best serve the public's interest.

With the enactment of the Donahoe Act, the Council was given three basic responsibilities:

Review the annual Budget and capital outlay requests of the University of California and the California State University and Colleges and develop comments and recommendations for the Governor and the Legislature on the level of support sought from State resources.

Interpret the functional differentiation among the segments in terms of the Donahoe Act, the Master Plan for Higher Education, and other agreements, and make recommendations for changes, if needed, in the functions and educational programs of the three public segments.

Develop plans for the orderly growth of higher education in California and make recommendations to those concerned on the need for and location of new campuses and educational facilities for the University and the California State University and Colleges.

The University, The California State University and Colleges, The Community Colleges. Division of Functions: Under the provisions of the Master Plan, the functions of the three main subdivisions of California higher education are described as follows:

(1) **Community Colleges.** Instruction in these institutions may include, but shall not be limited to, standard collegiate courses for transfer to higher institutions, pre-employment vocational and technical training, and general or liberal arts courses. The Community Colleges are authorized to offer instruction through, but not beyond, the fourteen-grade level, and may confer the degree of Associate of Arts upon the satisfactory completion of the required units and courses.

(2) **State University and Colleges.** The State University and Colleges may instruct undergraduate and graduate students through a master's degree, in liberal arts and sciences, in applied fields, and in the professions, including the teaching profession. Under special arrangement, doctoral degrees may be awarded jointly by the State University and Colleges and the University of California. Several such joint programs are now in operation. Faculty research consistent with these functions may be permitted.

(3) **University of California.** Although authorized to instruct in liberal arts, sciences, and professions, the University system will have exclusive jurisdiction in law, graduate instruction in medicine, dentistry, veterinary medicine, and architecture, and will be the State's primary agency for research. Furthermore, the University system is permitted to make reasonable provision for the use of its libraries and research facilities by qualified faculties of other institutions of public higher education in the State.

The Academic Senate of the California State University and Colleges. The Academic Senate of the California State University and Colleges, in its constitution, states that its purpose is to serve as the official voice of the faculties in the California State University and Colleges in matters of system-wide concern, considering matters of policy and making recommendations thereon, and assuming such responsibilities as may be delegated to it by the Chancellor or the Trustees.

Associated Students. In addition to the State University and College agencies described above, each State University and College has an association of students, generally formed as a non-profit corporation, which provides the campus government for formulating basic policies for the governance of the students and the development of cultural, social, and recreational activities.

The Staff Assembly. First among the State University and Colleges, California State University, San Francisco has formed a group called the Staff Assembly--consisting of all persons engaged in support activities, programs, and professional and trade specialties at the university, other than members of the faculty, or of the student body who are not also staff members, and of the administration who are at or above the level of administrative assistant--as a representative body with a set of purposes. These purposes are to provide (1) a channel for the staff to communicate with the President, faculty, students, and other staff of the university; (2) a means for the staff to participate in the development of policies and programs which affect its welfare and career development; (3) a medium for the continued review of university policies and programs as they affect the staff; (4) a forum for gathering and presenting staff views concerning state and local personnel policies; (5) a vehicle to advance the welfare and aspirations of the staff, in concert with the educational and cultural purposes of the university.

Accreditation. The University is accredited by the American Association of Collegiate Schools of Business, the American Association of University Women, the American Chemical Society, the American Council on Education in Journalism, the California Board of Nursing Education and Nurse Registration, the California State Board of Education, the National Association of Schools of Music, the National Council for Accreditation of Teacher Education, the National League for Nursing, the Western Association of Schools and Colleges, the American Boards of Examiners in Speech Pathology and Audiology of the American Speech and Hearing Association, the Council on

Social Work Education, and the Engineering Council for Professional Development. The University holds membership in the American Council on Education, the Association of American Colleges, Council of Graduate Schools in the United States and the Western Association of Graduate Schools.

Faculty Organizations. The faculty of California State University, San Francisco is represented in most of the national, regional, and local organizations whose purposes include the professional welfare, ethics, standards, and relations with other areas of the academic community. A list of these organizations would include: the American Association of University Professors, the American Association of University Women, the American Association for Higher Education, the Association of California State College Professors, the California College and University Faculty Association, the National Education Association, the California State Employees Association, the California Teachers Association, the United Professors of California, as well as all the associations connected to specific academic disciplines.

ORGANIZATION OF THE UNIVERSITY

The Faculty of the University

The Faculty of the University consists of all professors, associate professors, assistant professors, instructors, lecturers, professional librarians, professional student personnel staff members, the President, vice presidents, and deans (including associate and assistant deans) serving on annual appointments in the university, and the Business Manager and the Facility Planner. Membership in the faculty does not lapse because of leave of absence or attainment of emeritus status. Those members of the faculty who are in full-time residence on the campus or who have tenure and are in residence are eligible to vote as members of the faculty. It is the duty of the faculty to consider and recommend all academic, personnel, and professional policies (including fiscal policies related thereto) for which the university itself has responsibility. (For Constitution of the Faculty of the University, see Appendix A.)

The Academic Senate

The Academic Senate, established in 1963, is the representative faculty government of the university and shall exercise the powers of the faculty. Currently, it is composed of 45 members who are elected or appointed as follows: (1) 25 members elected proportionately from each school, the division, professional library staff, and professional student affairs staff; (2) 10 members-at-large elected by the voting faculty; (3) 3 ex officio faculty members who are representatives to the Academic Senate of the California State University and Colleges; (4) the President and his delegates, who serves as an ex officio member; (5) 4 administrative officers appointed by the President; (6) one regularly enrolled student designated by the Legislature of the Associated Students; (7) one member from the Staff Assembly. The outgoing chairman of the Academic Senate serves on the Executive Committee of the Senate for one year subsequent to the completion of his chairman's term, so that if his membership on the Senate had expired, he would serve one more year, thus raising the membership of the Senate to 46. (Refer to Appendix A for Constitution and By-Laws of the Academic Senate.)

COMMITTEES OF THE ACADEMIC SENATE

In a reorganization of the Senate of October 5, 1971, the following committees were established:

Faculty Affairs. The Faculty Affairs Standing Committee shall study and evaluate existing policies and may initiate recommendations for change or for their more successful implementation.

Among specific functions are: periodic review of university level hiring, tenure and promotion policies and procedures; policies and procedures regarding faculty personnel files; grievance and disciplinary matters; consultative practices on administrative appointments; affirmative action; professional ethics and lay off policy.

The Faculty Affairs Committee shall serve as the primary advisory body to the President and other University level administrators in areas of mutual responsibility.

Membership consists of five members of the Academic Senate, an administrative member and a member of Council of Academic Deans.

Finance Committee. The Finance Committee shall formulate and recommend the policies and guidelines according to which University resources are requested and allocated. It shall review, evaluate, and make recommendations on fiscal and business matters. Among its specific functions will be staffing formula policy.

The Finance Committee shall serve as the primary advisory body to the President and other University level administrators in areas of mutual responsibility.

Membership consists of five members of the Academic Senate, the Vice-President, Administrative and Business Affairs (or his designee), two students: one graduate student and one undergraduate student (student committee members shall be appointed by the President of the Associated Students after ratification by a majority of his executive committee.

Educational Policies Committee. The Educational Policies Standing Committee shall review and make recommendations concerning the Academic Master Plan and all other long-range plans or formulations which set forth the broad educational objectives and policies of the University. It shall study and evaluate existing policies, plans and statements and may initiate recommendations for change or for their more successful implementation. No new plans, statements of objectives, or educational policies or changes in such plans, statements or policies shall be approved without reference to this standing committee.

Among specific functions are: establish criteria for adoption or modification of degree programs; the general scope and relative size or priority of programs; general University academic standards, admission policy; workload policy, and grading standards.

The Educational Policies Committee shall serve as the primary advisory body to the President and other university level administrators in areas of mutual responsibility.

Membership consists of five members of the Academic Senate; the Vice-President - Academic Affairs (or his designee); two students: one graduate student and one undergraduate student (student committee members shall be appointed by the President of the Associated Students after ratification by a majority of his executive committee.

Student Affairs.

A. **Charge**

The responsibility of the Student Affairs Committee is to define and recommend to the appropriate body institutional policy as it affects student life, including but not limited to the following area: Activities, Advising, Counseling and Testing; Student Union, Financial Aid; Foreign Students; Health Services; Housing; Student Government; Student Conduct, and Student Justice. The Committee shall also concern itself with instructionally related University activities such as intercollegiate athletics, publications and Creative Arts productions.

1. The Committe has a primary responsibility to bring before the Academic Senate, the Associated Students, or the Administration, wherever appropriate, policy matters in the area of student life. It will be responsible for defining, recommending and periodically reviewing policy in the realm of student life in order to provide additional direction to those charged with administering institutional policy.

2. The Committee will receive recommendations and opinions from other established bodies and committees on possible institutional policy regarding student affairs.

In carrying out the above policies, the Committee will be guided by the following principles as reaffirmed by the Academic Senate (May 9, 1967).

1. At California State University, San Francisco, students are respected as adults and citizens of the community and as such have all the rights and responsibilities of adults and citizens to participate in university and community affairs. These rights and responsibilities are to be guarded and fulfilled.

2. If students as citizens act under the rights which are theirs, they must also accept the legal and ethical responsibilities which accompany these rights.

3. The University by its very nature, is a publicly supported institution designed to assist the student in developing as an adult and as a citizen, but which by law and good judgment cannot involve itself in partisan or other activities which might hinder its effectiveness as an institution of higher education serving people of all faiths, creeds, and political beliefs.

4. The University cannot assume legal or financial responsibility for any person, whether faculty, student, or staff, who is not acting as its agent. In no student activity are students acting as agents of the University unless expressly stipulated by University authority.

5. All policies set out and activities carried on in the area of student affairs will be accomplished in a spirit of contributing to the larger intellectual aims of the college community.

6. All institutional policies governing student affairs now in existence will be honored by the committee unless specific committee action is taken to the contrary.

B. **Membership consists of**

five members of the Academic Senate, the

Dean of Students, and

five students. Student committee members shall be appointed by the President of the Associated Students after ratification by a majority of his executive committee.

Collective Bargaining. The charge of this committee is to establish and maintain liaison with all employee organizations actively seeking to secure collective bargaining rights for the Faculty, with counterpart bodies of the Statewide Academic Senate, with appropriate sections of Chancellor's office, Trustee committees and committees of the State Legislature, when appropriate, to prepare and distribute their findings to the faculty.

Membership consists of five members of the Academic Senate.

ADMINISTRATIVE AND UNIVERSITY-WIDE COMMITTEES

The President's Council. Composed of the President, Vice President for Academic Affairs, Vice President for Administrative and Business Affairs, the Dean of Students, other officers of the administration, the Chairman of the Academic Senate and the President of the Associated Students. The Council considers and recommends to the President, all matters having a significant university-wide implications.

The Council of Academic Deans. Composed of the Vice President - Academic Affairs, deans of the schools and division, the Dean of the Graduate Division, the Dean of Continuing Education, the Dean of Academic Planning, the Dean of Undergraduate Studies, the University Librarian, the Director of Faculty Research, the Chairman of the Academic Senate, the Associate Vice President - Academic Affairs and the Assistant Vice President - Academic Affairs.

All matters of the university-wide academic concern are proposed, discussed and reviewed for purposes of action and recommendation to the Vice President - Academic Affairs and other appropriate units of the University.

The Resources Management Committee. Composed of the Vice President-Academic Affairs, Vice President-Business and Administrative Affairs, Dean of Students, Business Manager and other administrative officers. This committee is charged with the responsibility for review and recommendation of all implementations of the university budget.

The University-Wide Promotions Committee. It is composed of five faculty members, all full professors on tenure, two of who are elected by the faculty, two appointed by the President, and the fifth elected by the other four. It reviews faculty records and recommends promotions to the President.

Persons not eligible for membership on the committee include university deans, administrative officers of schools, department chairmen, members of the Academic Senate, and members of the Academic Freedom Committee. No person shall serve simultaneously on the department promotions committee and on the University Promotions Committee.

Academic Freedom. The ***charge*** of the committee is as follows:

a. to keep itself informed of current theory and practice of academic freedom;

b. to be alert to cases on campus involving possible infringements of the rights and responsibilities of academic freedom;

c. to receive requests for its study and advice concerning such cases of possible infringement of the rights and responsibilities of academic freedom on campus;

d. to support academic freedom and responsibility whenever and in whatever manner it deems necessary; and

e. to govern its actions so as not to interfere with the rights of the individuals involved in grievance procedures or with the effective functions of the grievance machinery;

f. to keep the Academic Senate currently informed concerning the committee's activities and to report to the Senate in writing at least once a year.

The following ***criteria*** are included among the guides for appointment to the committee:

a. academic experience and maturity

b. respect and confidence of colleagues

c. commitment to the purposes of the academic community

d. sensitive awareness of the principles and responsibilities of academic freedom.

The committee consists of five faculty members elected by the faculty at large. At least twice the number of candidates to be elected for each position shall be nominated by the Senate. No member of the Academic Senate or of the college administration above the level of department chairman shall serve on the committee.

Faculty Research Committee. It consists of a faculty member selected from each of the schools of the University and the director of the Office of Faculty Research.

The responsibility of this committee is to recommend University policy on all matters pertaining to the conduct of the research and projects. Additionally the committee makes recommendations for grants to individual faculty from funds that become available to the university on a non-designated basis (for example: Faculty Development fund, National Science foundation Institution Grant Fund).

Indirect Cost Allocations Board. The charge to the Board is the review of all of the non-allocated monies available to the university and to make a set of recommendations to the President regarding the allocation of these monies.

The membership consists of the following: the Vice President -- Academic Affairs; Vice President -- Administrative and Business Affairs; one member of the Council of Academic Deans; the chairman of the Academic Senate; the chairman of the Faculty Research Committee; two members of the faculty named by the Academic Senate; a teaching member from the Board of Governors of the Frederic Burk Foundation, for a total of 8.

Master Educational Planning Committee.

The Master Educational Planning Committee, a committee of Senate and administrative personnel has representation from the areas of educational policy, finance, and master planning and consists of the following membership:

President (Chairman)
Executive Dean of university officer in charge of building program
Three members selected by the President to represent educational policy and finance
Consulting Architect (representing master planning) Ex officio
Consulting Landscape Architect (representing master planning) Ex officio
Representative from the Facilities Planning Office in the State Administrative Office Ex officio

The committee is charged with the responsibility to advise the President and the Senate in the following matters:

1. To prepare curriculum, budget and building plans, and to recommend a general plan of development for the institution for the next 25 years.
2. To recommend a balance among the lower division, the upper division and the graduate division enrollments, taking into account projected enrollments at other institutions of higher learning in California.
3. To review such undergraduate and graduate programs, including masters' and doctoral programs, as are recommended by appropriate faculty bodies, and in light of the Master Curricular Plan for the institution, to recommend requirements of staff, library, research facilities, and buildings, including laboratories, other special instructional facilities, and offices.
4. To facilitate orderly development of programs, departments, schools, and colleges and accordingly to recommend student projections by department or major fields on the basis of the planned distribution of enrollment in lower division, upper division and graduate division.
5. To recommend the scheduling and location of new buildings on the campus.

Note: Numbers 1 and 2 will be referred to the Senate for action; the other charges normally will be fulfilled by advice to the President.

Affirmative Action Committee. Its charge is to facilitate the recruitment and employment of minorities and women among the faculty.

Membership consists of two faculty members elected by the faculty at large for a two-year term; two members appointed by the President for two years, and one member chosen by the committee itself.

Board of Appeals and Review. Composed of certain academic deans, faculty members and students, the Dean of the Graduate Division, the Dean of Students, and other major student personnel officers, the Board acts on individual requests for special consideration of policies and regulations pertaining to students; evaluates these policies and regulations; and, when pertinent to the Board's work, recommends to the appropriate body reconsideration or modification in interpretation and applications of policies.

Educational Television. Composed of one representative from each of the six schools and one division of the university and the Coordinatory of Educational Television. It is to provide liaison between the coordinatory and the faculty, and to refer, with recommendations, matters of educational television policy to the faculty through the curriculum committee.

The University Union Council. Consisting of faculty and administrative persons and a majority student membership, responsible for developing plans for the funding, design, and administrative operation of the Union.

The Board of Athletic Control. Composed of three administrators and faculty and three students, it is responsible for policies and budgets concerning intercollegiate athletics.

The Media Board. Composed of a voting membership of faculty and students and ex officio administrative members, responsible for formulation and administration of all general publication policies. The Board is the official publisher of all Associated Students' publications and recommends publication budgets to the Associated Students Legislature.

BOARDS AND FOUNDATIONS

University Advisory Board. The University Advisory Board is an organization of lay members of the community who are interested in the work of the University. Nominations are made by the President to the Trustees of the California State University and Colleges for final approval. While the Board is a duly authorized State body, its powers are those of recommending on policy matters to the President of the University.

The present membership of eleven includes some of the outstanding men and women in the community. They meet on call. Since its organization, the Board has given significant aid and advice for the betterment of the university.

Frederic Burk Foundation for Education. The Frederic Burk Foundation (from 1946 to early 1954 known as the San Francisco State College Foundation) was incorporated "to promote and assist the educational services of the San Francisco State College or such institutions as shall succeed to the properties and functions of said College, and to apply the funds and properties coming into its hands toward furthering the educational services carried on or approved by the administrative officers of said San Francisco State College."

The Foundation is controlled and directed by a Board of Governors, consisting of nine members of the faculty and administration and a member of the business community and is responsible to the President of the university. It acts as a depository, and distributes or uses funds received in furthering the educational services of the university in accordance with the wishes of the donors and grantors. It handles gifts, bequests, trusts and grants for the benefit of the university.

California State University, Franciscan Shops. The California State University, San Francisco Foundation was incorporated in 1954 to provide the vehicle for operating certain essential on-campus activities not funded by the State. The name of the foundation was changed to Franciscan Shops in 1972. The Foundation is controlled by a Board of Governors, consisting of faculty, staff members, the President of the university or his designee, and students elected by the student body. Presently, the Foundation operates the Bookstore, and is contractually involved with food services.

THE ADMINISTRATION

The administrative organization of the university is made up of the President who is the executive leader in all aspects of the university, and the following administrative and staff officers.

Office of the President. The President is the chief Administrative Officer of the University, and is responsible for all University programs and operations. He provides educational leadership and insures that programs and operations are conducted in accordance with Trustee policies, Chancellor's directives and applicable state laws and regulations. He is responsible and accountable for all fiscal operations, including auxiliary operations such as the Frederic Burk Foundation and Franciscan Shops.

The President is responsible for the organization of the university, for the establishment of management controls, and for the periodic evaluation of administrative policies and practices.

The President leads in the development of university policy in consultation with appropriate campus constituencies including the President's Council, the Council of Academic Deans, the Academic Senate, and the Associated Students. The President convenes and chairs the President's Council to review and discuss policy-level matters.

The President develops and maintains effective working relations with the community, the Advisory Board, public organizations, local legislators and the alumni association. He informs these external constituencies of university missions and goals.

The President represents the University at local, state, regional and national educational events, conferences and meetings and serves on committees of professional associations.

As a member of the Chancellor's Council of Presidents, he assists in development of systemwide policies and provides advice to the Chancellor and the Trustees on needs of the system. He makes recommendations for necessary changes to the Chancellor and Trustees. He represents University viewpoints to the Trustees regarding proposed programs and policies.

He provides leadership in developing and defining the mission and goals for the University community, and is responsible for generating campus understanding of University objectives.

The Office of the Vice President-Academic Affairs. The Vice President-Academic Affairs is responsible under the President for executive leadership of the curricula, instruction, and academic personnel. The principal responsibilities of the Academic Vice President's Office are (1) the development and evaluation of programs and courses, (2) the maintenance of liaison between the university and the Chancellor's Office on curricular matters, (3) the selection, allocation, development, and retention of the academic staff, (4) the supervision of building utilization for both class offerings and staff offices, and the management of such fiscal matters as travel for faculty and staff and the development of the instructional budget, (5) the editing and production of the university ***Bulletin*** and related instructional bulletins and manuals, and (6) the development of the graduate program, research facilities, and the self-support programs of the summer sessions, and off-campus centers.

The Vice President is assisted by: **Associate Vice President - Academic Affairs.** Responsible to the Vice President - Adademic Affairs for administration of such academically-related operations as are assigned by the Vice President. He may act for the vice president in his absence or when designated. Designated as Director Office of Research and Projects.

Assistant Vice President - Operations and Planning. Assumes responsibility for the academic aspects of the fiscal and plant planning operations of the university.

Dean of Undergraduate Studies. Responsible to the Vice President - Academic Affairs for planning, development, review and approval of the undergraduate curriculum in cooperation with other academic officers, the faculty, and the students. He supervises the work of the General Studies Coordinator.

Dean of Continuing Education. Responsible for summer sessions, the extension division, Aerospace Studies, and the audio-visual center.

Dean of Academic Planning. Responsible to the Vice President - Academic Affairs for curriculum review and development in cooperation with the school deans, the Dean of Undergraduate Studies, the Dean of the Graduate Division, and the faculty. As the academic personnel officer, he is also responsible for the instructional budgets, the university master catalog, and related academic matters.

Dean of the Graduate Division. Responsible to the Vice President - Academic Affairs for the development and coordination of all graduate programs.

University Librarian. Responsible for the management, budget, and personnel of the Library.

The Office of the Vice President - Administrative and Business Affairs. The Vice President - Administrative and Business Affairs has responsibility under the President for the management and coordination of financial and certain administrative affairs and auxiliary services of the university. He advises and consults with other administrative and academic officers in the development of the annual budget, planning of new university facilities, and compilation of internal and off-campus reports.

Reporting to the Vice President are the Business Manager, Automatic Data Processing Manager, Director of Campus Development (Executive Dean), Personnel Officer, and the directors of two auxiliary organizations: The California State University, Franciscan Shops, the Frederic Burk Foundation for Education.

The Business Manager has immediate responsibility for the business affairs of the university including such activities as accounting, plant operations, purchasing, telephone, duplicating services, and budgeting. The Housing Director coordinates the housing and food services of the university both on and off the campus. The Automatic Data Processing Manager directs the operation of the data processing center. The Capital Outlay, Minor Construction and Minor Alterations programs are administered by the Director of Campus Development (Executive Dean).

The Personnel Officer provides recruiting and other personnel services for the non-academic staff and, for the whole campus, directs payroll, staff benefits, and related personnel activities. The Director of the CSU, SF Foundation directs the Bookstore and food service operations. The Director of the Frederic Burk Foundation for Education serves as chief executive officer of the auxiliary organization that receives and administers for the university gifts, grants, and contracts for research, study, and other educationally related undertakings.

Dean of Students.

The Office of the Dean of Students. The Dean of Students is responsible under the President for supervision and coordination of all services in the student affairs area. The major functions of each of the services is briefly discussed below.

Health Services. The Student Health Service provides health education, preventive medicine, immunizations, and outpatient treatment to the student body. Full-time and part-time physicians, representing most of the medical specialties, are available for diagnosis, advice, and short-term therapy. Prolonged or complicated problems are referred to outside agencies.

All enrolled students are given required health reviews at the time of entrance and in certain instances re-entrance. Continuous check-up is maintained for students with revealed defects. Chest x-rays are required for all entering students. Students are strongly urged to carry health insurance to supplement the care available through the Health Service. A low cost plan designed specifically for students is available through the University.

Faculty and staff receive only emergency care of illnesses and injuries. The University maintains an account with the local Blood Bank.

Counseling and Testing Services. Under the supervision of the Associate Dean, a number of specialized counseling services are provided to aid students in adjusting to university life. These services are provided to help students: (1) develop a healthy approach to the world about them; (2) make better use of their educational opportunities; (3) set and achieve appropriate educational and vocational goals; and (4) develop satisfying social relationships with others.

HELP Center This center, currently located in Mary Ward Hall, provides a general problem solving service for all students. Besides dispensing general information, it provides counseling and referral services for probationary and disqualified students, gives assistance with university forms, provides general university advising and informal graduate checks, makes referrals to campus and community services, dispenses student health insurance information and forms, provides basic information materials, and coordinates university orientation programs.

Educational and Vocational Counseling. Educational/vocational counselors are available to assist students who have not yet declared a major, to assist handicapped students when necessary and to provide an orientation program for new students.

Foreign Student Counseling is available to assist foreign students with problems and questions regarding immigration, employments, etc. Foreign students are defined as students who have had high school education outside the United States. (Academic advisement is available to foreign students through the English Department.)

Psychological Counseling. There are psychologists and psychiatric social workers on the counseling staff who offer short term individual and/or group counseling to students with personal or emotional problems. These services are available to all regularly enrolled students and are provided at no charge. Consultation is voluntary and confidential.

EOP Counseling. EOP Counselors and student tutors work very closely with specially admitted students who may have personal or academic problems. The main thrust is to help these students in every way possible to achieve success in the university.

Testing. The Testing Office provides an objective test scoring and item analysis service for the instructional staff. It also administers the university's admissions, placement, and proficiency testing programs, including the Scholastic Aptitude Test, Graduate Record Examinations, Upper and Lower Division English Tests, and the credential compentency tests. It serves the counselors and other areas of student services by giving aptitude, achievement and interest tests to students. The Testing Officer is available to students, faculty, and staff as a consultant on testing and research problems.

Student Emergencies. In the event of unusual behavior problems or emergencies affecting students, the instructor should notify the Office of the Dean of Students immediately.

Admissions, Records, and Financial Aid. The Associate Dean of Students in charge of Admissions and Records is responsible for supervision of the admissions process and the recording process.

Admissions. The Office of Admissions, under the direction of the Assistant Dean of Admissions, is responsible for evaluation and counseling with students in the admissions, graduation, and transfer and processes.

Records and Registration. The Registrar's Office, under the direction of the Assistant Dean of Records, is responsible for all student record systems and the registration process.

Planning and Programs. The Assistant Dean of Planning and Programs is responsible for all projections for admissions and maintenance of trends in applicants as they relate to the budgeted university FTE (Full Time Equivalency).

Student Services. The office of Student Services, under the Assistant Dean of Student Services, is responsible for the issuance and receipt of all forms pertaining to admissions and records, and provides admissions and records

information to faculty, students, and others. This office also handles matters pertaining to veterans' benefits under P.L. 358 (Cold War Period). This office also provides student certificates to Selective Service Boards and handles matters pertaining to Selective Service.

Student Financial Aid. This office is responsible for administering all financial aid programs for students on campus, including emergency or long-term loans, scholarships, fellowships, work-study jobs, National Defense Education Act loans, Federally Insured Bank loans, and Opportunity Grants.

Student Activities. The Office of the Director of Activities provides information, advice, and assistance to students and student groups. The Activities Advisors in this office work with the Associated Students, on-campus organizations, the faculty, and individual students. Faculty members serve as advisers to, and members of, student government committees, as sponsors to organizations, and as resource and program participants.

Student Activities operates under this philosophy: (1) At CSU, San Francisco students are respected as adults and citizens of the community. (2) As citizens, their rights to participate in university and community affairs are jealously guarded, and they are expected to accept and fulfill the responsibilities which accompany these rights. (3) The university as a publicly supported institution is designed to assist the students in their development as adults and citizens, but by law and the dictates of good taste the university cannot involve itself in partisan or other activities which might hinder its effectiveness as an institution of higher education serving people of all faiths, creeds, and political beliefs. (4) The unversity cannot assume legal or financial responsibility for any person, whether faculty, student, or staff, who is not acting as its agent; in no student activity are students acting as agents of the university unless expressly empowered by university authority. (5) In all student relations with the university and the community, the position of the university as a publicly supported institution of higher learning, the laws of the community, and the ordinary requirements of good taste and mature, reasoned judgment shall be recognized and observed.

Associated Students. The Associated Students, the student government at California State University, San Francisco, is active in areas related to the educational climate and opportunities of the campus. In addition to providing financial support and administrative services for student groups, it finances and sponsors programs in creative arts, athletics, community involvement, and educational innovation.

Student Organizations. All student organizations are recognized jointly by the university and the Associated Students. Approximately 100 organizations welcome students without regard to race, creed, or political affiliation.

Organized student groups schedule through the Activities Office Scheduling Secretary.

Career Placement Services. The services of the Placement Office are available to all enrolled students and graduates of the university. Faculty members are invited to use the office when not in direct competition with students.

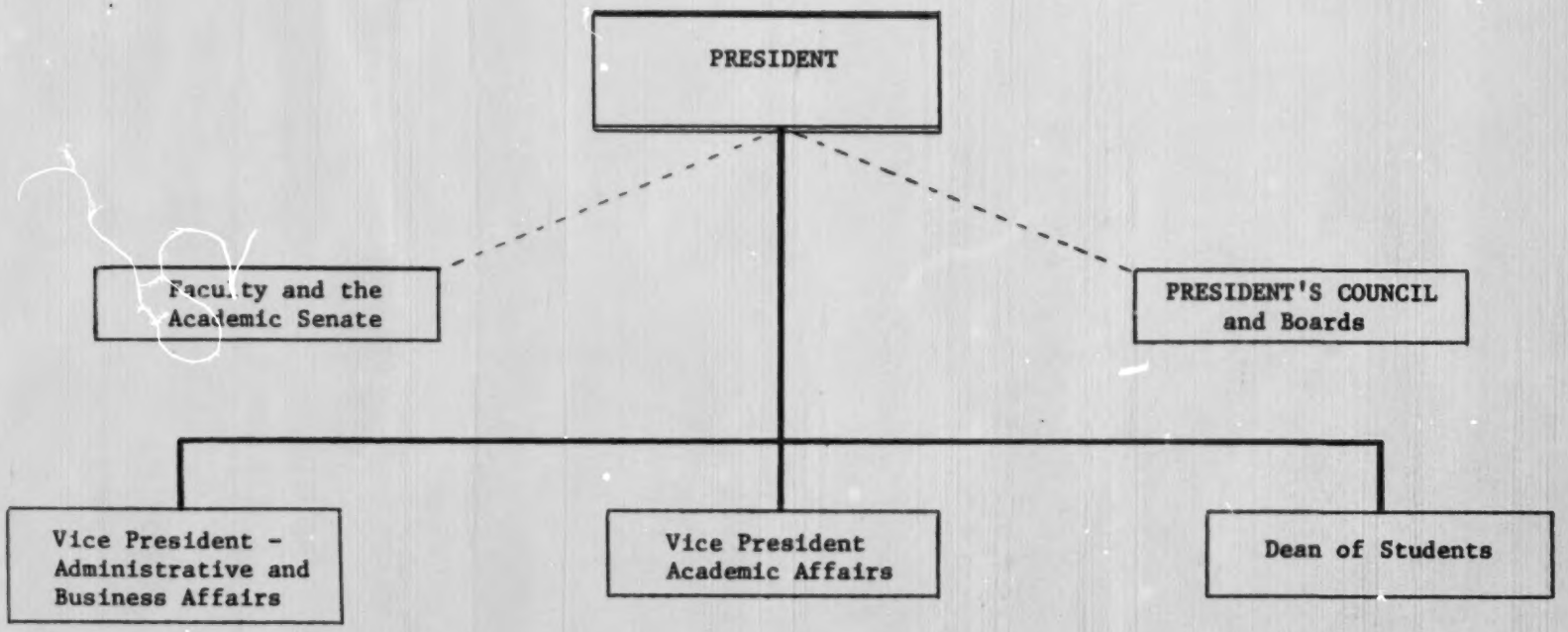
The services offered cover information and referral to: (1) part-time positions for students, including situations requiring work for room and board; (2) full-time positions in business, industry, and government for graduates in fields other than education; and (3) full-time positions in education, provided a credential and/or master's degree has been granted by this university.

The faculty are encouraged to use the office in obtaining part-time help, and when looking for students to work in their homes in exchange for room and board.

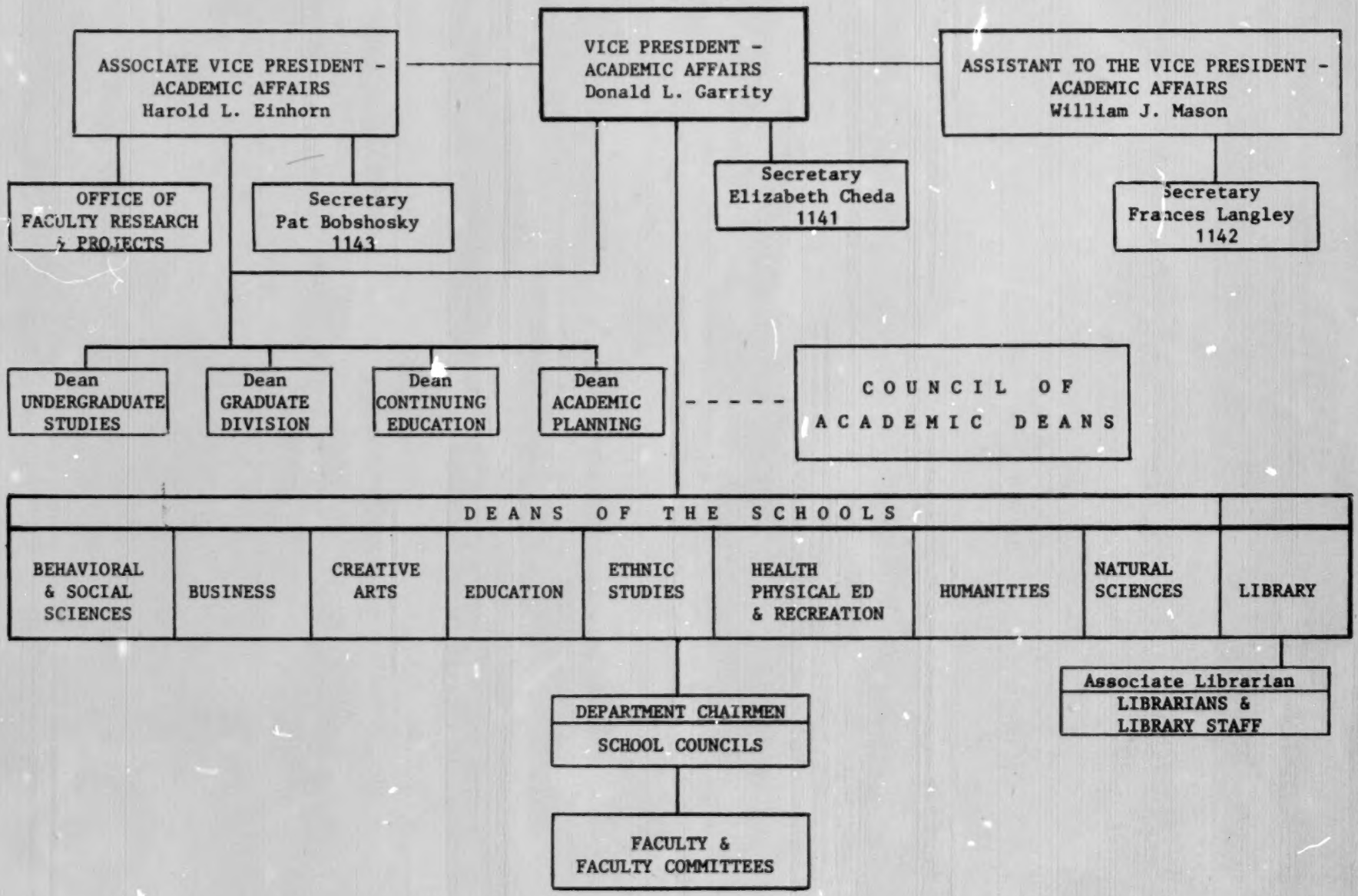
The Office of the Director of Public Affiars. This office plans and manages internal communications and community relations programs, subject to the approval of the President and after coordination with the senior officers of the university. The Director is delegated by the President to speak for him and the university to the press and the public.

ORGANIZATION CHART

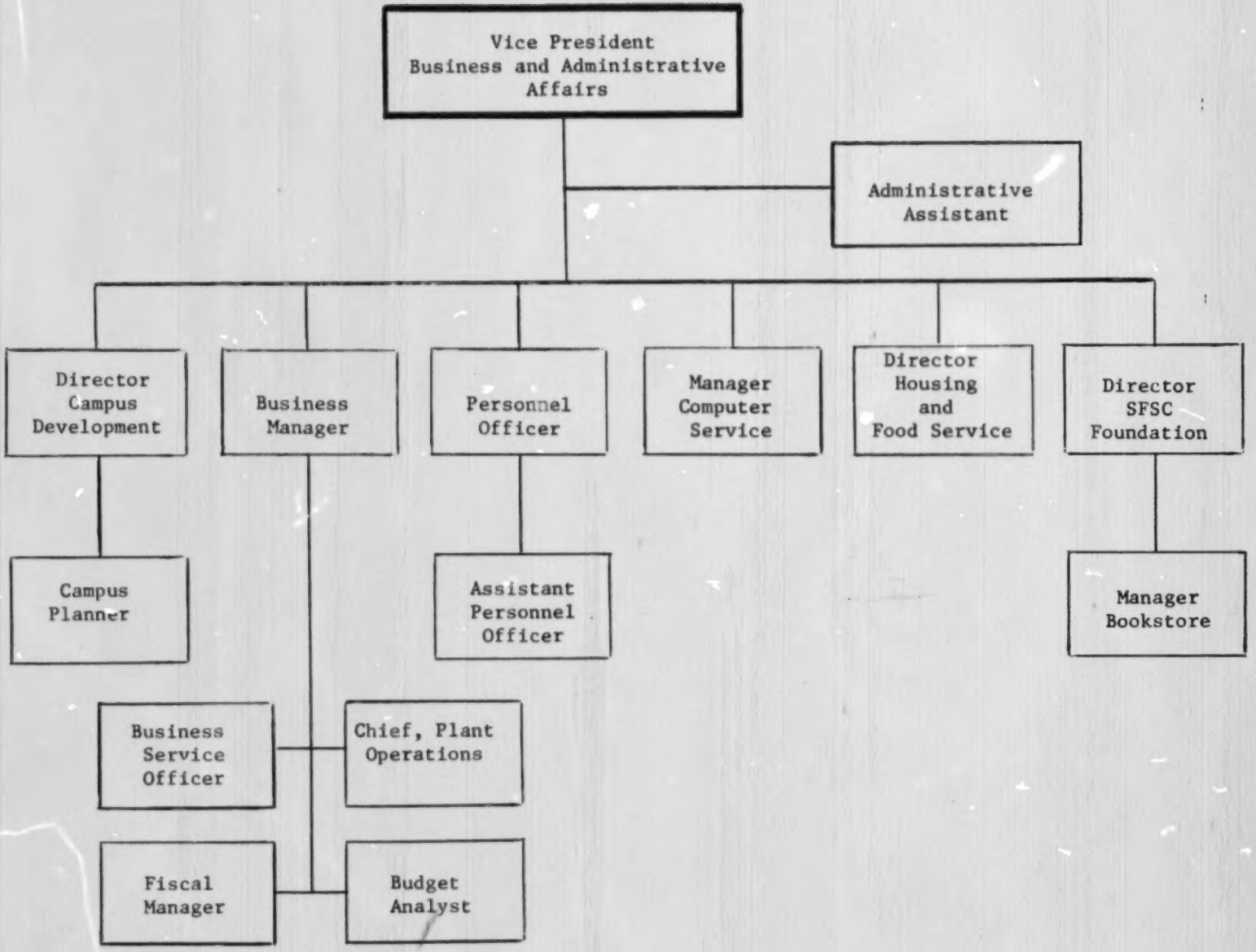
OFFICE OF THE PRESIDENT


PRESIDENT
Faculty and the Academic Senate
PRESIDENT'S COUNCIL and Boards
Vice President - Administrative and Business Affairs
Vice President Academic Affairs
Dean of Students

MASTER CHART
OFFICE OF ACADEMIC AFFAIRS

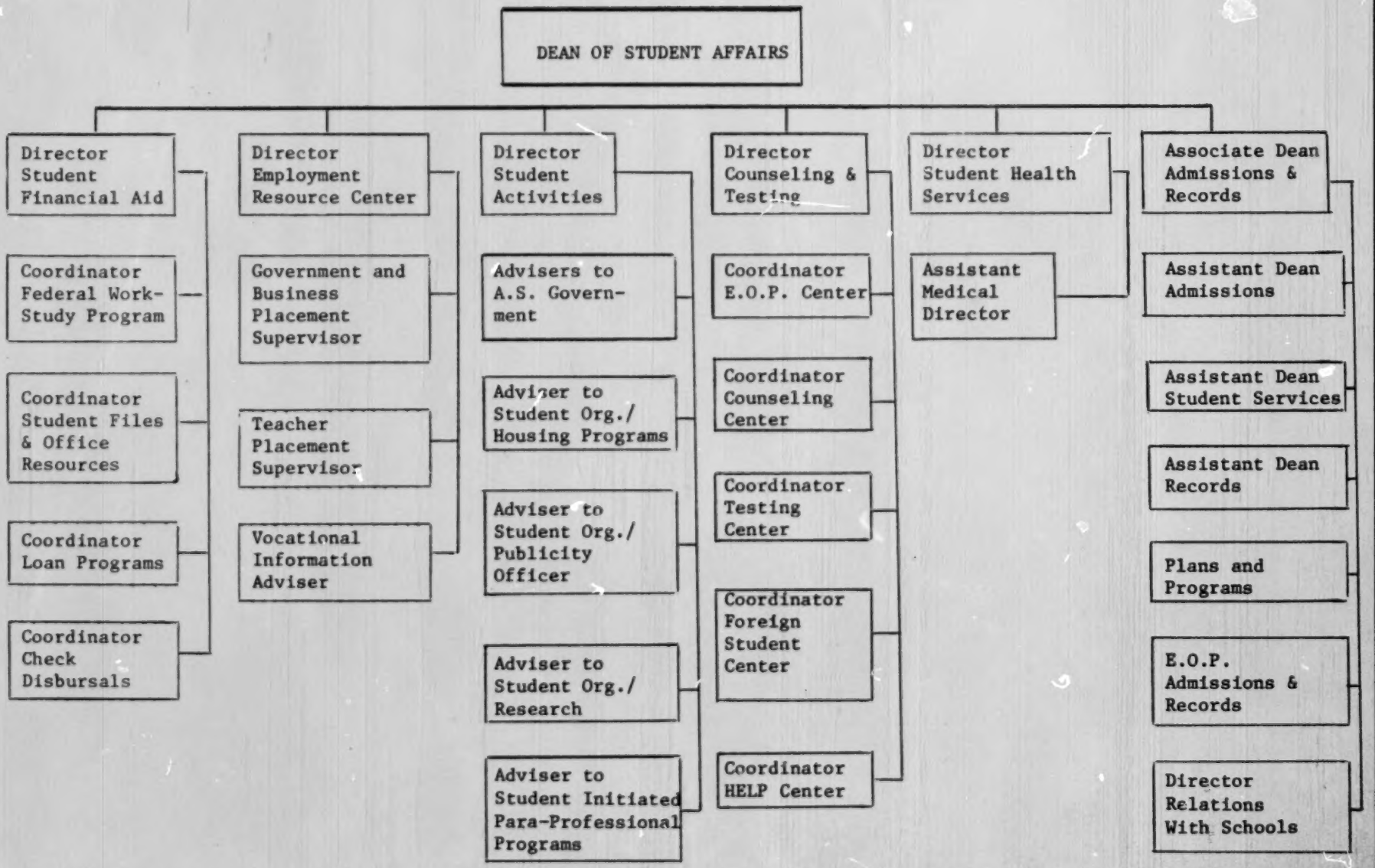


Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:	Chairmen DEPARTMENTS:
Anthropology	Accounting & Finance	Art	Counseling	Asian-Amer. Studies	Athletics	Classics	Cell & Molecular Bio
Economics	Data Systems & Quant. Methods	BCA	Ed. Admin.	Black Studies	Health Ed.	Comp. Lit	Ecology & Systematic Bio
Geography	Management & Bus. Ed.	Design & Industry	Elem. Ed.	La Raza	Men's P.E.	Creative Writing	Marine Biology
History	Marketing, Trans. & World Bus.	Film	Higher Ed.	Native-American Studies	Recreation & Leisure Studies	English	Microbiology
I.S.-Social Science		Music	Home Econ.		Women's P.E.	Foreign Languages	Physiology & Behavioral Biology
Int'l Relations		Theatre Arts	IS - Ed.			Humanities	Chemistry
Poli Sci			Nursing			Journalism	Engineering
Psychology			Secondary Ed.			Philosophy	Geology
Social Work Education			Special Ed.			Speech Communication	Interdisc. Physical Sci.
Sociology							Mathematics
							Physics


Vice President
Business and Administrative
Affairs
Administrative
Assistant
Director
Campus
Development
Business
Manager
Personnel
Officer
Manager
Computer
Service
Director
Housing
and
Food Service
Director
SFSC
Foundation
Campus
Planner
Assistant
Personnel
Officer
Manager
Bookstore
Business
Service
Officer
Chief, Plant
Operations
Fiscal
Manager
Budget
Analyst

ORGANIZATION CHART

STUDENT AFFAIRS



OPERATING UNITS OF THE UNIVERSITY

The Academic Schools and Departments

The basic instructional units of the university are the seven schools, one division, and the departments. Each school and the division has a dean appointed by the President and the Vice President—Academic Affairs, responsible to them and serving at their pleasure. Each department has a chairman responsible to his school dean and, through him, to the administrative officers of the university.

The School Deans. The deans of the schools and the division (there are seven schools: Behavioral and Social Sciences, Business, Creative Arts, Education, Ethnic Studies, Humanities, Natural Sciences; and one division: Health, Physical Education and Recreation) are line officers directly responsible to the Vice President-Academic Affairs. A dean coordinates the full range of instructional and personnel work between and among his school, its departments, and the Vice President-Academic Affairs. He is delegated authority and responsibility in the conduct of the school and departments under his jurisdiction in all matters pertaining to personnel, curriculum, facilities, budget, equipment, and planning. The dean will also be involved in staff work by participating in various policy making and planning bodies, some from the faculty organization and some from the administration.

The Department Chairman. Under the direction of the school dean, the department chairman has these duties and responsibilities:

(A) To assume primary responsibility for the development and direction of department programs and services (including Summer Sessions and Extension) and to maintain communications to and from his department.

(B) To work with the department staff in program planning, evaluation, and curriculum development, and recommending for approval through the school dean all changes, deletions, and additions in course listings and in major and minor requirements.

(C) To develop and maintain, with the department, advising procedures for the students within the department and to communicate these, through the school dean, to the appropriate administrative offices.

(D) To work with the school dean on equipment needs, library orders, teaching-assistant and reader funds, allocation of travel funds, and all other matters pertaining to the budget, and to organize and supervise department procedures relative to these.

(E) To develop and carry out, with the tenured members of the department, the appropriate criteria and processes for hiring, retention, tenure, and promotion within existing Trustee, university, and school policy (Appendix 4).

FACULTY PERSONNEL POLICIES

Employment

Appointments. Appointments to the faculty are made by the chief administrative officer of a unit (dean or director) under authority delegated by the President. Recommendations for appointments originate with the department. All appointments are made for one year until tenure is granted. Decisions relative to reappointment are made by following the same procedure as for initial appointment.

The Oath of Allegiance. The oath is required of all California State Employees and must be signed before the employee enters on the duties of his employment. A new oath is not required on successive reappointments providing the faculty member has not been separated. If the faculty member has been separated and is reappointed, a new oath must be signed. No salary payments can be made to an individual who has not signed the oath.

Fingerprinting.* All California State employees are required by State regulations to be fingerprinted at the time they report for work upon their initial appointment. As soon as possible, but not later than two weeks after the date of initial employment, newly appointed faculty members will have their fingerprints taken at the Security Office (Buildings & Grounds Office, Corporation Yard). This is a mandatory State requirement. No State salary warrants will be released until this condition of employment is fulfilled. Failure or refusal to fulfill this condition is grounds for termination of employment.

Tenure. In Title 5 of the California Administrative Code, tenure is described as follows: "Tenure" or the word "permanent" when used in relation to employment status means the right to continued employment in a particular university or college or in the Office of the Chancellor unless dismissed for cause or laid off for lack of funds or lack of work.

Also in Title 5, tenure rights of academic employees are described as follows:

Academic, Employees Whose Full-Time Service Began on or After September 1, 1971. Decisions with respect to the award or denial of tenure to a probationary academic employee as defined in Section 42700, subdivision (1), appointed pursuant to Article 2, Article 2.5, or both, who first began his consecutive full-time service during an academic year commencing on or after September 1, 1971, shall be on the basis of full-time service in accordance with the procedures established pursuant to Section 42701, and pursuant to the following provisions:

(a) The normal pattern of awarding tenure, except as modified below, shall involve the assessment of a faculty member's performance over a period of four successive academic years, and for those not awarded tenure, a terminal year.

(b) The president may determine to award a fifth probationary year appointment. Should it be considered by the end of that year that more time is still necessary to evaluate the probationary academic employee for tenure purposes, the president may award a final sixth probationary year appointment. For those denied tenure following the final probationary year, a terminal year shall be awarded as provided in Subdivision (c) of Section 43561. A probationary academic employee shall not serve more than seven successive full-time years.

(c) If the academic employee transfers from an existing state college to a newly established state college under the provisions of Education Code Section 24316, he shall be accorded such tenure rights at the newly established college as he had acquired at the existing college.

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* *In accordance with Paragraph 18931 of the Government Code for California State Employees in general, and a letter dated October 12, 1962, from the California State Colleges Chancellor's Office, subject, Fingerprint Policy for California State College System employees for California State College employees.*

(d) If a tenured academic employee transfers from one state college to another state college, and such transfer is not under the provisions of Education Code Section 24316, he may be appointed with tenure or with such credit towards tenure as the president of the state university to which he transfers shall determine.

(e) If a probationary academic employee transfers from one state university to another state university, and such transfer is not under the provisions of Education Code Section 24313, he may be appointed with such credit toward tenure as the president of the university to which he transfers shall determine.

(f) If the academic employee is initially appointed to the rank of professor he may be considered for tenure during his first year, and, not later than June 1 of his second year, he shall be notified by the president or his designee that he will either receive tenure or that he will receive a terminal year.

(g) Notwithstanding any provision in this article to the contrary, the president in special circumstances may award tenure to any probationary academic employee earlier than the normal probationary period otherwise provided in this section, when, following an evalution of the performance of the faculty member at the university, he finds that such early award of tenure is advantageous to the institution.

(h) Except as provided in subdivision (c), (d) and (g) of this Section, whenever tenure is awarded to an academic employee, the tenure shall be effective when the academic employee enters upon his duties at the same university at the beginning of the academic year next succeeding the year during which tenure is awarded.

(i) If the academic employee is promoted to the rank of assistant professor during his probationary period, he shall be credited with consecutive probationary years already served at the college at the rank of instructor.

Supplementary Employment – Incompatible Activities and Teaching Overloads.
Section 19251 of the Government Code (California)States

A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his duties as a state officer or employee or with the duties, functions or responsibilities of his appointing power or the agency by which he is employed . . . Each state officer and employee shall during his hours of duty as a state officer or employee . . . devote his full time, attention and efforts to his state office or employment.

Full-time employment within the state college system imposes upon each employee the obligation to devote that degree of effort and attention to his duties necessary to execute fully all the demands of his position, whether he is appointed on a nine–, ten– or twelve-month basis.

It has been a recognized practice in the State University and Colleges that full-time teaching faculty may exceed their 100% time base by limited teaching in extension programs and summer sessions at their own or sister state universities and in other educational institutions as well. The amount of such additional teaching performed by a faculty member, insofar as it occurs within the state university system, has been amenable to reasonable limitation under existing campus guidelines.

Nepotism. The following statement is the current official position of the office of Faculty and Staff Affairs of the Chancellor's Office (letter from C. Mansel Keene in April and October, 1971)

"Colleges are advised to use care in the employment of close relatives in the same departments. They are cautioned against placing relatives on jobs in which one is:

(a) under the supervision of the other;
(b) in a position of fiscal responsibility with regard to the employment of the other; or
(c) on a committee or in any other position in which one could make decisions or influence the personnel status of the other.

A "close relative" is defined as a son, daughter, brother, sister, mother, father, husband or wife.

The local policy statement concerning the hiring of relatives was passed by the Academic Senate on May 24, 1966, and should be followed when not in conflict with the guidelines above:

> "The professional and vocational needs of the college are paramount and should not preclude the hiring of relatives either within the college or within the department if the basic criterion is followed: the person to be hired is the best available with all of the customary hiring policies of the college being followed."

To secure the best available person and to follow proper procedures, the recommendation for regular full-time employment of a relative of a current employee shall be forwarded to the Vice President-Administrative and Business Affairs or the Vice President-Academic Affairs (whichever applies) for his review and approval prior to any commitment.

Advanced Degrees at California State University, San Francisco. It is the policy of CSU,SF that members of the regular faculty holding class and rank positions are not eligible to work toward advanced degrees at either the master's or doctoral level at CSU,SF.

Salary. The faculty salaries are based on a uniform salary schedule established by the Trustees of the California University and State Colleges. The determination of salary depends upon academic rank and class (see explanation in section on "Promotions"). The salary schedule allows annual increases of five per cent until the maximum salary step has been reached in each rank.

Salary Warrants. School or department office secretaries distribute salary warrants on the first day of each new pay period. (The first day of each pay period does not always fall on the first work day of the month.) If the first day of a new pay period is on a Saturday, Sunday, or a holiday, warrants are distributed during the afternoon of the last work day of the prior pay period.

New members of the faculty are placed on the payroll effective September 1 if they are in attendance on the first scheduled academic work day; the first salary warrant is issued approximately October 1.

Salary Plan for Academic Year Faculty Employees. Academic year Faculty are required to work five months each semester during which time specific scheduled work days are established by the President. The number of scheduled working days averages approximately 82 days each semester. For a five-month semester of approximately 82 working days, the faculty is paid six monthly salary warrants.

If a faculty member is employed for two semesters during the same academic year and begins employment on the first scheduled academic working day, does not miss any scheduled academic working days resulting in a salary dock, does not have a change in fraction of time employed during the two-semester period, he will receive 12 equal warrnts. For continuing faculty, the sixth salary warrant for the fall semester is paid at the end of the August pay period of the following academic year and the sixth salary warrant for the spring semester at the end of the July pay period. If the faculty member is employed for the fall and spring semesters but is separated at the end of the spring semester, he will receive 1/12th of his annual salary each month for the 10 months of the fall and spring semester, plus a final settlement which is equal to 2/12th of his previous annual salary without any salary range increase that may be approved on or before July 1, on or about August 1.

If the faculty member is employed for the fall semester only, he will receive 1/12th of his annual salary for the first five months of that semester, plus a sixth salary warrant approximately a month after his separation at the end of the fall semester. If a faculty member is employed for the spring semester only, he will receive 1/12th of his annual salary for the first five months of the semester, plus a sixth salary warrant of equal amount on or about August 1. Those faculty on academic year appointments will receive their final two checks on August 1 and September 1. If he is reappointed for the fall semester, he will receive no salary at the beginning of September.

Salary Docks. When a faculty member misses a scheduled academic work day because of late employment or an absence such as an illness not covered by accumulated sick leave, etc., during the academic year, it is necessary to dock his salary. Specific information can be obtained from the personnel office.

Authorized Payroll Deductions. Deductions are made for (1) Federal Income Tax, based on the number of dependents or percentage shown on Form W–4 (Employees' Withholding Exemption Certificates), (2) membership in the Public Employees' Retirement System, and (3) 5.2% for OASDI (Social Security). Arrangements may be made through the Employee Benefits Office for other authorized deductions such as membership dues for certain State associations, premiums for insurance and health plans, United Crusade pledge payments, tax-deferred annuities, Credit Unions, savings, bonds, etc.

Separations

Employee Clearance Procedures. To expedite the issuance of final salary warrants, and to meet legal and administrative requirements, it is necessary for each faculty member to complete the employee clearance procedures prior to the last day of work. He should:

a. obtain an employee clearance procedure card from the school or department office;

b. fill in items 1 through 4;

c. verify with the department office that separation papers have been forwarded to the school dean's office; have item 5 of the clearance card signed by the department secretary;

d. have item 6 of the clearance card signed by the Buildings & Grounds secretary and return any keys issued in his name;

e. clear items 7 through 9 and item 11 at the appropriate offices and have the card signed at the Accounting Office.

f. bring signed clearance card to Payroll Office; separation will be official and the college will have a forwarding address for final salary warrants and further correspondence.

g. complete Retirement Refund Form.

NOTE: Health Plan Insurance premiums and other miscellaneous deductions are normally made in advance for the following month. Therefore, deductions made from the final settlement salary warrant provide coverage for the month of August. If further coverage after separation is desired, the faculty member must make arrangements directly with the insurance carriers. If a faculty member is transferring to another State College or University or another State agency, he should instruct his department secretary to note on his separation documents the agency to which he is transferring and the date of new employment. In addition, it is advisable to send a note containing the same information to the Employees Benefits Office. By providing for transfer instead of separation there are salary savings he will realize.

Public Employees' Retirement System (PERS). Membership in Public Employees' Retirement System is mandatory when an employee assumes a position with the University for half-time or more. Employees qualified for membership complete a State Form 240 when they begin working at California State University, San Francisco or when they become qualified as the result of a time base increase to half-time or more. This form is available in the Employee Benefits Office and is normally completed on or before the first day of employment or time change. (IMPORTANT: If you are not a member of the retirement system and are employed at half-time or more, or are changed to half-time or more, call or come to the Employee Benefits Office immediately. Deductions become immediately due and substantial arrears must be deducted from your salary if payments are not made when they are first due.)

Contributions for the retirement system are deducted monthly from the employee's check. The percentage of salary deducted depends upon the age of the employee when he enters the retirement system and whether the employee is male or female.

For those employees also covered by Social Security, retirement contributions are taken only on the salary in excess of $133 per month. The PERS provides for two types of retirement: disability retirement and service retirement. An employee becomes eligible for disability retirement if he becomes unable to perform the duties of his position and if he has at least $500 on deposit in the system. The disability retirement allowance is based upon the employee's years of credited service, his age when the disability occurs, and his monthly salary. An employee becomes eligible for service retirement when he reaches the age of 55 if he has a minimum of $500 contributed to PERS. The compulsory retirement age is 67. The monthly allowance for a service retirement is based upon the employee's credited years of service, his age at retirement, and his average monthly salary during the three consecutive year period having the highest total salary.

PERS also provides a basic death benefit" payable upon the death of a retirement system member to his named beneficiaries. This benefit consists of a member's accumulated contributions (plus accrued interest) and a State-furnished benefit equal to one month's salary for each full year of credited membership service in PERS, up to a maximum of six years credit. If an employed member with more than five (5) years of credited service dies after the age of fifty-five (55), the surviving widow "or dependent widower" may take a monthly allowance in lieu of the basic death benefit. The allowance is equal to one-half of the allowance the member would have received had he retired on the date of death and is payable until death or remarriage. If there is no eligible spouse, the allowance can be paid to the minor children.

Some general counseling on PERS is available from the Employee Benefits Office. However, for more specific questions requiring a detailed knowledge of the retirement system, such as computation of retirement allowances, the various retirement options, coordination of retirement allowances with Social Security benefits, etc., the employee is encouraged to call or visit the San Francisco office of the Public Employees' Retirement System directly (350 McAllister Street, San Francisco; telephone 557-0582).

Whenever possible, the Employee Benefits Assistant should be informed of planned retirement at least 90 days prior to the effective date of retirement. This will give ample time to provide counseling and to process documents without delaying the receipt of the first retirement checks.

State Teachers' Retirement System (STRS). Membership in STRS is open only to those employees who are currently members of STRS at another California State University and who are transferring to California State University, San Francisco. For these employees, continuing membership in STRS is mandatory. All other previous STRS members from the County or City level will be required to join PERS when they begin working for California State University, San Francisco half-time or more, and upon retirement will receive allowances from both systems. All new employees who hold membership in STRS from another State University should inform the Employee Benefits Assistant of this membership at the time they begin working at California State University, San Francisco so that appropriate notations can be made in the employee's personnel file.

Deductions for STRS are taken monthly from the employee's salary warrant. The amount deducted is a percentage based on the sex of the employee and his age at the time he entered the system. (IMPORTANT: If you are a member of STRS and no deductions are being taken from your check, call the Employee Benefits Office at once.)

Some general counseling on STRS is available from the Employee Benefits Officer or Assistant in the Employee Benefits Office, but for more specific questions, the employee is encouraged to refer to the booklet "Condensed Statement of the Principal Provisions of the California State Teachers' Retirement Law," available in the Employee Benefits Office, or to write directly to the State Teachers, Retirement System, 1416–9th Street, Sacramento, California.

Social Security Deductions (OASDI). Social Security is coordinated with the Public Employees' Retirement System (PERS) and all members of PERS are covered by Social Security except certain PERS members employed prior to January 1, 1962. Members of the State Teachers' Retirement System (STRS) or employees in no retirement system are not eligible for Social Security coverage.

Deductions for Social Security are made from the employee's monthly check at the current rate of 5.2% of the total salary up to an earned annual salary of $9,000. After an employee has earned $9,000 in the taxable year (December pay period through and including November pay period), his Social Security deductions are suspended until the beginning of the new taxable year. Monthly deductions for Social Security are matched by the State. (NOTE: if you are a member of PERS and your salary warrant statement does not reflect deductions for Social Security, please call the Employee Benefits Office immediately, unless you are exempted from Social Security by specific retirement laws. By law we must take retroactive deductions back to your date of eligibility, which may result in substantial pay deductions.)

Some general counseling on Social Security is available from the Employee Benefits Office Assistant in the Employee Benefits Office, but for more specific information the employee should call the Social Security Administration Office nearest his home.

LEAVES OF ABSENCE

Faculty members may be granted leaves of absence, with or without pay, under a number of plans suitable to differing circumstances. Categories of leave with pay are: Sabbatical leave, special leaves for research or creative activity, sick leave for illness of employee or, under certain conditions, of a member of the immediate family (if the faculty member has a sick leave balance credited to his account), leave for jury duty, temporary military leaves, and leaves due to death in the family. Leaves without pay may be granted for special service elsewhere, or for military duty. (See below for discussion.) All requests for leave should be processed through the offices of the department chairmen, the deans of schools, the Vice President—Academic Affairs, and the President. No leave may be granted by the University for a total of more than two years, but an extension for an additional year may be granted if recommended through university channels and approved by the Chancellor's office.

Sabbatical Leaves. The state has three authorized sabbatical leave plans.

One Semester——Full Pay Sabbatical Leave Plan
Two Semester——½ Pay Sabbatical Leave Plan
Difference-in-Pay Sabbatical Leave Plan (Faculty member on leave receives the difference between his salary and that of an Instructor I, step 1.)

Full-time faculty who have served the university on a full-time basis for six consecutive years immediately preceding the granting of the leave, and full-time academic administrators who have taught at least an average of one-quarter time during those six years, who hold the rank of Assistant Professor or higher, and who are able to present an acceptable plan for utilizing the leave period for self-improvement are eligible for sabbatical leave.

An eligible faculty member who wishes sabbatical leave should discuss the matter with his department chairman early in the fall, then obtain an application form from the Office of the Vice President—Academic Affairs. November 1 is the deadline date for submission of applications to the school deans. The application should include a description of the proposed study, travel, or creative activity for which the leave is sought.

Applications for sabbatical leave are judged by the Committee on Sabbatical Leave according to the value of the project to the individual's professional growth, its value to the university, its scholarly or creative value, the timeliness and essentiality of leave for carrying it out, and the length of time since the last preceding leave. Leaves are not granted for the sole purpose of completing the work for advanced degrees.

On the basis of its evaluation, the committee establishes a priority listing and makes its recommendations to the President's designee, the Vice President—Academic Affairs.

Sabbatical leave recipients must return to State university employment for a period of time equal in length to the sabbatical leave received, be bonded to the extent of the salary granted or receive a waiver for the bond, and file periodic reports while on leave and a brief final report with the Vice Preisdent-Academic Affairs on activities and progress on the project proposed to the committee. Those granted leave must complete final arrangements on salary, bond, etc., with the Personnel Office of the university prior to going on sabbatical leave.

Research and Creative Activity leaves are granted for one semester only, with determinations made in the fall and leaves effective in the succeeding spring sememster. These are one semester full pay leaves. The recipient is obligated to teach in the State Universities for the equivalent of two terms for each term of such leave. Applications for such leaves are reviewed by the Faculty Research Committee which recommends a priority listing to the Vice President for Academic Affairs. Applications for these leaves may be obtained from the offices of the Vice President-Academic Affairs or the Academic Senate.

Leaves of Absence Without Pay. From time to time faculty members have opportunities for significant service elsewhere (for example, at another institution, as Fulbright lecturers or scholars, UNESCO consultants, or under ICA contracts abroad) or may wish to take advantage of special awards or fellowships from foundations or other institutions (for example, Danforth Teacher Study Grants, the Brookings Institute National Research Professorship, grants from the National Science Foundation, etc.). Scholarship and fellowship information (Fulbright–Hays Act) for the faculty and information about faculty research opportunities are available in the office of the Director of Faculty Research. The President may grant leave without pay to enable the faculty members to accept such an opportunity. Requests for a leave of absence without pay require certification by the department chairman and school dean to the Vice President-Academic Affairs and that adequate replacement is available so that university programs will not suffer.

Leave without pay may be granted to a faculty member who has been employed by the university for a period of not less than a year. It may not exceed two years in length, but may be renewed for an additional year upon recommendation of appropriate university channels and approval of the Chancellor's Office. Not more than one year of such leave may, at the discretion of the President, be counted toward the required service for tenure; and at the discretion of the President, on recommendation of the Sabbatical Leave Committee, up to one year may be counted toward eligibility for sabbatical leave. The faculty member is responsible for initiating the requests for counting such leaves and should make certain that the appropriate written authorizations reach his personnel files.

Under certain circumstances one year of a leave of absence without pay may be counted in earning a faculty member the 5% pay scale increment (provided he is not already at top step). Upon return from such a leave the faculty member should file a statement of his activities with his department chairman who is required to forward this to the dean of the school with a recommendation. The dean forwards these documents with his recommendation to the Vice President for Academic Affairs who makes the determination of eligibility for the MSA salary increase.

Sick Leave. Faculty members work and are paid on the basis of the total number of academic work days scheduled for the college, not just the days their individual classes are scheduled. Faculty are on work status on each academic work day. Academic work days on which they do not have classes scheduled are used to complete non-classroom functions such as advising, research, preparation for teaching, committee assignments, office hours, and other responsibilities.

Full-time faculty members earn sick leave on the basis of eight (8) hours per month regardless of the number of scheduled academic days in the month and regardless of the number of days they are assigned classes. (Proportionate amounts are earned for part-time service.) Sick leave is earned in each month for which a faculty member receives a pay warrant, including, for example, June, July, and August. Sick leave may be accumulated without limit. It is not accumulated during periods covered by leave of absence without pay, research leave, or sabbatical leave, though previous accumulation is retained.

When faculty members are ill and absent on any single academic work day, that day must be charged against accumulated sick leave. When faculty members are ill and away for several days, sick leave is charged for the total

number of academic work days during the entire period of the illness, not just the days on which the faculty member is assigned classes. Full-time faculty members are charged 8 hours per day for each academic work day missed. Part-time faculty members are likewise charged for each academic work day, but at the proportionate rate at which they accumulate credit.

General Regulations Governing the Use of Sick Leave: Accumulated sick leave may, under specific conditions, be used for personal health problems, family care, family death, or childbirth. For information concerning the specific conditions and limitations refer to the Supervisor's Handbook // 1, "Sick Leave Administration," available in your department office. It is the responsibility of each college employee to report the days he is unable to report to work. It is the responsibility of the supervisor of each area/department/school to insure that employees who do not report to work are recorded on their attendance report.

If a faculty member is absent and his classes are covered on an emergency basis by a teaching assistant or another faculty member, he still must be recorded as absent. If the employee requests that sick leave be used to cover the absence, it is the responsibility of each department head to verify that it is appropriate to use sick leave. Although sick leave credit accumulates from the beginning date of employment, State regulations prohibit its use until the employee has completed six months of continuous employment. Therefore, absence due to illness or other related causes during the first six months of employment must result in a pay dock. Thereafter, sick leave may be used, but not prior to the date on which it was earned. Sick leave may be used in increments of one hour or more.

Military Leave. If a faculty member receives orders for active military service, he will take copies to his supervisor or the Personnel Office and ask for military leave. Determination of eligibility must be made individually in consultation with the Personnel Office. If the faculty member qualifies, his leave will be arranged according to campus procedures. If a physical examination is required, he will be given time off with pay, not charged to sick leave, vacation, or overtime credits. This privilege applies only for physical examinations for immediate entry into active military service.

There are three types of military leave:

1) **Temporary military leave** is for a period of ordered active duty, including travel time, of six months or less. All State employees of California State University, San Francisco qualify for such leave. If the employee has one year of continuous State service immediately prior to active duty, or one year of a combination of State service immediately prior to active duty plus active military service in the armed forces, occurring at any time, he qualifies for salary payment during the first 30 calendar days of leave.

2) **Limited tour military leave** is for a period of ordered active duty, including travel time, which exceeds six months but is not more than 18 months.

3) **Indefinite military leave** is for a period of active duty, including travel time, in excess of 18 months.

For determination of qualifications for limited tour and indefinite military leave, the faculty member will consult the Personnel Office. If qualified, and if he has had one year of continuous State service immediately prior to the active duty date, he will receive pay for the first 30 calendar days of such leave. (No combination with military service is allowed.)

UNIVERSITY EMPLOYEES ELIGIBLE FOR UNEMPLOYMENT INSURANCE

Faculty and staff of the University who become unemployed through no fault of their own, who are able to work, are available for work, are actively seeking employment and who have met all other eligibility requirements may be entitled to Unemployment Insurance. The program affects those employees who terminate their employment on or after August 1, 1972. Normally all faculty and staff except the following categories are covered:

A. Youth Summer Aids
B. Student Trainees -- Work Study
C. Graduate Assistants
D. Student Assistants, during the period that they are enrolled and regularly attending classes at the University. During periods when not enrolled, (summer sessions etc.) they are eligible.
E. Staff and faculty employees who work less than 20 hours per week in a regular job classification and who enrolled at the University in one or more courses.

The Department of Human Resources Development (HRD) is the State Agency responsible for administering the program. HRD, not the University, will determine whether or not an employee is eligible, the amount and maximum duration of his benefits, if any.

The University's responsibility is to inform HRD of the reasons why individual faculty and staff members leave their employment with the University when HRD requests such information.

The Personnel Office published Personnel Policy // 35 on this subject and can be obtained by contacting Personnel Transactions Office – Library 432 or by calling Ext. 1877. Faculty desiring information should review this procedure. If information ***is needed immediately***, Donna Ryan of the Personnel Office should be contacted at Ext. 1124.

Jury Duty. Employees are entitled to their regular salary during any period of absence while on jury duty, provided (a) fees for service are waived, or (b) fees are remitted to the State. Mileage and subsistence payments are exempted and may be retained by the employee. When necessary, colleges may request that employees summoned for jury duty be excused. Requests for exemption from jury duty should be prepared by the University, signed by the school dean, and sent to the appropriate court official.

Basic Health Plans. All new employees hired on a half-time basis or more to exceed 9 months are eligible to enroll in a health plan through California State University, San Francisco. The university offers a wide variety of programs from which to choose, including group plans, service plans, indemnity plans, and group-affiliated plans. An employee may enroll in a health plan by completing a Health Benefits Form 12 (HBF 12) which can be obtained from the Employee Benefits Assistant. Enrollment must be made on or before the 10th of the month prior to the 1st of the month in which the employee wishes to plan to begin (***Example***. An employee who wants coverage to begin effective October 1 must enroll no later than September 10.)

Therefore, faculty members hired at the beginning of the fall semester are eligible. However, faculty members hired at the beginning of the spring semester are not automatically eligible. In order to become eligible, it is necessary for the faculty member to have his Department Chairman send a memorandum to the Employee Benefits Assistant stating that it is currently his intention to re-employ him for the coming fall semester. (Such a letter from his Department Chairman does not guarantee re-employment in the fall.)

If an employee does not enroll by the 10th day of the month in which he completes his sixth month of service he will be requested to submit "evidence of insurability" through a health statement, and the carrier will have the option of choosing whether or not to insure the employee. (***Example***. If an employee begins working on September 1, he must enroll in a health plan by February 10 or he will be required to complete a health statement before the carrier will insure him.

The employee is required to pay the full premium for his health plan for the first six months of his employment. After that date, the State will begin paying $12 monthly towards the cost of the program. This contribution will be increased to $14 monthly August 1, 1972 and $16 monthly August 1, 1973.

All additions, deletions, or miscellaneous changes in the number of dependents or the status of dependents should be reported to the Employee Benefits Assistant, AD 217, Extension 1877, as soon as possible so that changes can be made on a timely basis. This is particularly important when a change affects the premium rate. Substantial retroactive deductions may be involved if this information is not reported on a current basis.

General counseling and information on basic health plans can be obtained from the Employee Benefits Assistant, AD 217, Extension 1877. Also available are various booklets detailing the specific plans available through California State University, San Francisco. Questions on claims and settlement of claims should be directed to the individual carrier or agent whose names are available from the Employee Benefits Assistant.

Tax-Deferred Annuity Program. All full-time employees of the university are eligible to participate in the Tax-Deferred Annuity Program. This program is administered through the California State Universities and Colleges. Eligible employees may request that a specific sum of money be deducted monthly and applied to an annuity purchased through a participating insurance company. The portion of the monthly salary which goes towards the purchase of an annuity is not taxed at the time of payment but instead is taxable when it is paid back to the employee as an annuity allowance or when it is withdrawn. Therefore, the employee's monthly gross salary subject to taxation will be reduced by the amount being deducted for the annuity. The amount of money which an employee may have withheld is determined on the basis of a highly complex formula which takes into account such factors as the age, sex, retirement contributions, and years of service of the employee. It is suggested that the employee go to his tax adviser or the specific insurance company in which he is interested for help in determining the amount of money that can be legally withheld. The Personnel and Payroll Offices are specifically prohibited from making this computation.

A list of the insurance companies and their agents approved for participation in the Tax-Deferred Annuity Program is available in the Employee Benefits Office from the Employee Benefits Assistant. Also available in the Employee Benefits Office are informational brochures detailing the various programs and all necessary State forms to authorize purchase of the annuity.

Group Life, Major Medical, Income Protection and Disability Insurance Plans. Various insurance plans, other than basic medical, are available through payroll deduction. Employee organization membership (such as CTA, AFT) is required for some, but not all, of the available plans. Brochures, membership forms, and a detailed list of insurance agents representing the various plans and additional information can be obtained from the Employee Benefits Assistant. For specific questions on particular plans, the employee is encouraged to call the local insurance agent who can provide additional counseling.

California State Employees' Credit Union // 2. Credit Union membership is open to all employees who are in good standing at the university. There is a $1 registration fee which must accompany the membership application. Informational brochures and membership applications are available in the Employee Benefits Office from the Employee Benefits Assistant. As a member, the employee is entitled to all Credit Union benefits which include, but are not limited to:

a. establishing and maintaining a savings account through the purchase of shares in the Credit Union. These shares can be purchased through automatic monthly payroll deductions or by direct deposit;

b. receiving loans for a variety of purposes--medical bills, automobile loans, vacation spending, general emergencies, etc. These loans are made through direct application to the Credit Union.

For specific questions about benefits through the Credit Union, the employee is encouraged to call the Credit Union directly (telephone 861-4507; address 333 Golden Gate Avenue, San Francisco 94102).

On–The–Job Injury and Workmen's Compensation. All California State University, San Francisco employees are covered by the provisions of the California Workmen's Compensation law. When a job-related injury or illness occurs, no matter how inconsequential, the employee must report the incident to his supervisor. If the employee fails to report an injury promptly or does not accept medical attention offered, he may lose his rights to benefits provided under the Workmen's Compensation law.

PROMOTIONS

General Statement. All faculty members are employed and advanced on the basis of academic class and rank. Advancement in rank is based upon professional achievement and academic growth. Promotion shall be recommended on the basis of merit, and candidates shall be judged by substantive and demonstrable achievement in the categories subsumed under criteria for promotion.[1]

The University-wide Promotions Committee. It is composed of five faculty members, all full professors on tenure, two of whom are elected by the faculty, two appointed by the President, and the fifth elected by the other four. It reviews faculty records and recommends promotions to the President.

Persons not eligible for membership on the committee include college deans, administrative officers of schools, department chairmen, members of the Academic Senate, and members of the Academic Freedom Committee. No person shall serve simultaneously on the department promotions committee and on the university-wide Promotions Committee.[2]

The Departmental Promotions Committee. Departmental promotions decisions shall be made by a committee elected by the regular members of the department. Minimum eligibility for this committee shall be tenure, and associate or full professorship.

Candidates for promotion shall not be eligible for membership on Promotions Committees during the years of their candidacy.

The chairman of the department shall sit ***ex officio*** on the committee making promotions decisions. He may advise, but may not have a vote nor be the author of recommendations made by the committee. He must share all pertinent knowledge about a candidate with other members of the committee and must, as well, share with them the content of his letter about a candidate to the dean or division chairman.

The committee shall be made up of at least three persons, not counting the chairman. If a department is too small to muster the required number of persons, qualified by tenure and rank, other arrangements, according to policies determined by the faculty of the School or Division shall be made.

Each department in the College must file a copy of its promotions procedures with the Academic Senate.[3]

Types of and Criteria for Promotion

I. **Types of Promotion**

Advancement in rank may be achieved in the following ways:

A. Regular promotion--based on professional achievement and academic growth.

B. Contingent promotion--to become effective for the candidates upon the granting of the doctoral degree. This type of promotion is valid for one year, at which time, at the request of the department, it may be extended or withdrawn in favor of a recommendation for a regular promotion.

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1. *Adopted by the Academic Senate 7 October 1969.*

2. *On 13 January 1970 it was MSP that the Senate continue the present college-wide Promotions Committee on a permanent basis.*

3. *Adopted 3 March 1970.*

C. Administrative promotion--granted to class and rank employees who are asked to undertake responsibilities. Before making such promotions, the President will confer with the Promotions Committee with a view to arriving at consensus on such action.[4]

D. Reclassification. On occasion the President may, after consultation with the Promotions Committee, advance in rank a member of the faculty in order to adjust an inequity which becomes apparent after the time of hiring.

II. **Criteria for Promotion**

Advancement in rank is based upon professional achievement and academic growth, evaluated according to the following criteria:

A. Professional training and experience required for the new rank.

1. For promotion to the rank of associate professor and professor, the possession of a doctoral degree is normally required, but the Promotions Committee may, on the basis of its evaluation of such factors as the professional achievement of a faculty member, his academic growth, and the availability and appropriateness of a doctoral program in his specific field, recommend him for promotion. Promotion to associate professor or professor requires that the faculty member already hold tenure.

2. Each department will develop and submit to the Dean of the appropriate school and to the Academic Vice President a statement to be used in determining equivalency to the doctoral degree.

Such equivalency may be established when the candidate for promotion has done one of the following.

a. He has submitted a statement by a recognized institution showing that he has completed a course of study equal in rigor and depth to those leading to a doctoral degree and to those

b. He has successfully completed a course of study, research, or experimentation equal in rigor and depth to those leading to a doctoral degree and to those approved by the departmental HRTP or Promotions Committee, and concurred in by the chairman of the department and the dean of the school. In case a person is already embarked upon such an enterprise at the time he joins the California State University, San Francisco faculty, he is expected to obtain similar approval.

Departments which recommend candidates for promotion on the basis of criteria other than the doctorate should establish them as policy directives to be followed on a consistent basis.[5]

B. Effectiveness of teaching: scholarly level exhibited, presentation of materials, commitment to high academic standards, awareness of students' concerns, and the ability to stimulate and guide them to a high level of achievement.

a. The department shall be responsible for providing evidence of teaching effectiveness of its candidates for promotion, based upon the gathering of systematic evaluative data.[6]

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4. *Adopted 6 January 1970.*

5. *Adopted 6 January 1970.*

6. *On 18 November 1969 the Senate charged an* **ad hoc** *committee with the development of techniques for measuring student opinion concerning teaching effectiveness.*

C. Personal relationships as a member of the college faculty: professional ethics and principles, judgment and tact, cooperativeness, resourcefulness, and responsibility.

D. Professional growth as reflected by publications and other creative work.

Since publications or other creative works constitute a significant consideration or criterion for academic promotion, the Departmental Promotions Committee shall be responsible for their evaluation.

1. Publications or other creative works shall be submitted by the candidate to the Departmental Promotions Committee. This committee shall evaluate or have evaluated, a representative sample of these contributions, i.e., that portion of the candidate's publications or creative works that most fairly represent his work as a scholar or creative contributor.

2. The Departmental Promotions Committee shall give similar considerations to the candidate's unpublished manuscripts, research, creative endeavors and other works still in progress.

3. These evaluations shall become part of the candidate's record.[7]

E. Non-teaching activities at the college: administrative assignments, committee work, advising, sponsoring student organizations and projects, development of the curriculum.

F. Representation of the university in public affairs, such as lectures, recitals, exhibitions, forums, etc.

G. Participation in professional societies of State or national scope: offices held, committee activities, addresses made.

H. Additional considerations:

1. Faculty members on part-time are not ordinarily considered for promotion; however, the following provisions apply to faculty members who are employed, either occasionally or all of the time, on a part-time basis:

   a. A Faculty member employed .50 or above, but never on full-time, may be considered for regular promotion after having served an aggregate time in rank equal to that of a full-time faculty member.

   b. A Faculty member whose record shows both full-time employment and part-time employment at the college may be considered for regular promotion after he has served an aggregate time-in-rank equal to that of a full-time faculty member. Time in rank for such a candidate begins only when he is employed at .50 or over.

   c. A Faculty member employed at under .50 is not ordinarily considered for promotion. A case of exceptional merit may, however, be recommended by the department.

2. Faculty members on leave may be considered for promotion. Time spent by faculty members while on sabbatical leave or on other authorized leave of absence directly related to their professional growth and competence is included in time spent in rank.

3. The position of a candidate on the salary scale for a given rank is not a conditioning factor for promotion.

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7. Adopted 6 January 1970.

4. It is not the function of the Promotions Committee to rectify errors or injustices that may have occurred when a faculty member was hired.

5. It is not the function of the Promotions Committee to safe guard the university against loss of personnel to other colleges.

6. Notwithstanding anything in the above, the Promotions Committee is free to consider all evidence which helps to evaluate the merits of the individual case.

Academic Rank. Percentage distribution of positions (in each State Universities and/or College.[8]

Automatic Review. In order to ensure equitable treatment for all faculty members, there shall be an automatic review of their qualifications for promotion when they have reached the following step in each rank, and if promotion is denied, in each subsequent year:

Instructor	3rd Step
* Assistant Professor	4th Step
Associate Professor	5th Step

In no case, however, shall a candidate be reviewed for promotion before he has served eight months at California State University, San Francisco[9]

Procedures of the University Promotions Committee

1. The Committee communicates with all deans of schools and department chairmen early each fall to initiate the promotions procedure.

   a. A joint meeting of the Committee with school deans and department chairmen is held at the beginning of the semester, at which time a list of faculty members whose time in rank requires that they be considered for promotion is provided by the Office of the Dean of Academic Planning and is distributed to each school dean and to each department chairman.

   b. During its deliberations, the Committee may hold additional meetings with school deans and department chairmen, either as a group or with individuals.

2. Recommendations from departmental promotions committees, department chairmen, and deans of schools constitute the principal initial sources of information upon which the committee's deliberations are based.

   a. **Early promotion.** An early promotion shall be defined as (one taking place) one or more steps short of the number required for automatic review. It shall be the responsibility of the recommending bodies to provide demonstrable evidence of the extraordinary merit of candidates for early promotion[10]

   b. When a candidate is recommended for promotion before he is eligible for tenure, close cooperation between departmental HRT and Promotion Committees shall take place.

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8. Policy stated in memorandum from Division of State Colleges, State Department of Education, December, 1952

9. Adopted 14 October, 1969.

10. Adopted 4 November 1969.

* *To be eligible for promotion to Associate Professor the Faculty member must hold tenure.*

It should be made clear to the faculty members under consideration that promotion does not guarantee tenure. The tenure decision is a separate one, and should be made, according to law, after the appropriate number of years have elapsed.[11]

3. **Early recommendation**. Departmental promotions committees, department chairmen, and school deans may, at their discretion, nominate for promotion members of their staff who have not served sufficient time in rank to become automatically eligible, but whose professional achievements are of such exceptional and outstanding character as to merit consideration. Recommendations based on outstanding merit are usually initiated by departmental promotions committees or by department chairmen. Such recommendations are then forwarded to the appropriate school dean who, in turn, comments on the case and sends all communications on to the university Promotions Committee.

4. Any faculty member, feeling the need, may write a letter of recommendation directly to the university Promotions Committee although it is hoped that this method is used sparingly since the normal channel of communication begins with the departmental promotions committee; continues to the office of the department chairman and, ultimately, to the office of the school dean; and ends with the arrival of materials for consideration by the university Promotions Committee.

5. It is expected that information supplied to the Committee will reflect primarily the accomplishments of the candidate during the time spent in his present rank.

6. The chairman of each department and his school dean are required, in separate letters, to account for each member of a department who is eligible for automatic review, whether their recommendations are favorable or unfavorable.

7. All departmental promotions committees, department chairmen, and deans of schools are required to give specific reasons for unfavorable recommendations as well as for favorable recommendations.

8. Personnel records of all candidates for promotion are studied. (All faculty members should bring their personnel records in the office of the Vice President-Academic Affairs up to date soon after the opening of the fall semester. The university Promotions Committee cannot review the cases of candidates whose files are not up to date.)

9. Supplementary sources of information are utilized, when necessary, by the Committee. Senior faculty members who are acquainted with the work of the candidate for promotion constitute the most frequent source of additional information. In some instances, no additional information is sought; in others, such information is secured.

10. Recommendations for promotions are made to the President by the Promotions Committee. In cases where the Committee's vote is not unanimous, the Committee will seek further information and attempt to reach a unanimous recommendation. In cases where, after lengthy effort, unanimity is not reached, majority and minority recommendations will be made.

11. The Committee presents its report to the President as early in the academic year as is possible, but not later than May 1.

12. All proceedings of the Promotions Committee are conducted in strict confidence. No member of the Committee is authorized to divulge any information with regard to Committee proceedings to any candidate for promotion nor to any person who is not directly involved in the promotional procedure.

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11. Adopted 18 November 1969

13. All promotions, regardless of type, shall be reviewed by the Promotions Committee prior to final action.

14. After automatic review, faculty members who are not promoted are encouraged to confer with their department chairmen and/or their school deans in order to:

    a. Be informed regarding reasons why they were not promoted and

    b. Consider steps necessary to achieve further professional achievement.

15. It is the duty of the department chairmen and deans of schools to assist conscientiously their staff members to complete their professional degree requirements and to correct any prominent weaknesses in their scholarship, teaching, or staff work.

EMERITUS STATUS

The title Emeritus shall be conferred upon retirement on every member of the faculty who has tenure or who has served five or more years full-time or who has served the equivalent of five or more years.

PROFESSIONAL RESPONSIBILITIES OF THE FACULTY

The emphasis upon excellence throughout the description of criteria and processes for promotion makes clear the expectancies of the faculty for themselves and each other. Effectiveness of teaching, professional growth as reflected by creative work, willing acceptance of responsibilities other than teaching, worthy representation of the university in public affairs, participation in the programs of professional societies, and successful maintenance of sound personal and ethical relations with one's colleagues and the community--these are the professional responsibilities of the faculty. To these should be added the following specifics:

Teaching Load. The faculty member teaching full time will ordinarily be expected to carry a load of twelve teaching untis per semester. Part-time faculty members are ordinarily scheduled on the basis of a fifteen-hour teaching load since they are not expected to assume non-teaching duties. However, in special cases where extra duties are expected of the faculty member, time adjustment may be made.

In computing equated load of science laboratory instruction, physical education, art and music activity instruction, workshop instruction, etc., it is general practice at the university to give faculty load credit up to two thirds of the hours spent in class. Thus, for a three-hour science laboratory, an instructor is given two hours on his faculty load; for a two-hour laboratory or activity course, he is given one and a third hours on his faculty load, etc.

For teachers handling special kinds of instructional situations which demand more hours of faculty time per unit of student credit given (for example, athletic coaching, drama direction and technical activity, direction of major music organizations, journalism production classes, and for supervision of field work, master's projects and theses, internships and student teaching), special formulae are in effect which tend to equalize faculty loads with those carried by lecture, laboratory, and activity instruction. For the formula in effect in any given situation, an instructor may consult his department chairman or school dean.

Non-teaching and Extracurricular Service Obligations. One of the primary responsibilities of the faculty is the advisement of students, both undergraduate and graduate. The faculty member is obligated to be available to students and to be knowledgeable of requirements in the particular area in which he functions as an adviser. It is expected that each faculty member will familiarize himself with the policies, procedures, and regulations pertinent to his departmental duties, that he will assume his just share of the committee work of the department, the school, and the University, and that he will participate in the advisement of students.

Extracurricular obligations include the sponsorship of student organizations (where called on and according to one's interest) and participation in extracurricular affairs where such participation will contribute to the educational experience of students.

Professional Societies. It is expected that faculty members will participate in the professional societies of their choice, both those of their specific discipline and those concerned with the profession of teaching.

Women's Faculty Club. Faculty wives and women members of the faculty are eligible for membership in the Women's Faculty Club which sponsors a wide variety of educational, service, and social activities.

Record Keeping. The keeping of accurate enrollment, attendance and grade records, and the prompt submission of grade sheets on the dates requested is of vital importance to the student and the operation of the university. The responsibility of faculty members in any semester is not ended until all records and reports are completed and filed in accordance with instructions.

Attendance. The work year for faculty members is defined by regulation as beginning on Monday of the week preceding that in which instruction begins in the fall semester and ending following Commencement exercises in the spring. Faculty members are expected to be on duty during the registration periods at the beginning of each semester subject to call for various duties.

All faculty members are expected to meet their classes at the scheduled hours and places. Any anticipated absence or change must be reproted to and approved by the department chairman in advance. Arrangement can then

be made for a substitute. In the case of emergency absence, the department or school office should be informed in sufficient time to make appropriate arrangements to cover classes.

To support the regulation that students report to classes on time, it is necessary that instructors themselves be prompt in meeting classes. It is equally important that classes not be held beyond the scheduled dismissal time, in order that students have no reason to be late at their following classes.

Each faculty member is expected to keep a minimum of four office hours per week, during which he will be available for conference with students and advisees. Where non-teaching obligations require additional office hours, these should be provided. Each faculty member should post his office hours and teaching schedule on his office door, supply the department secretary with similar information, and adhere strictly to the schedule posted.

Commencement. By university policy at least one-half of the full-time faculty are required to attend Commencement annually. The method of rotating attendance will be announced by the respective schools and departments. Cap, gown and hood rentals may be arranged through the Bookstore. Order forms are supplied to all faculty members prior to Commencement.

Ordering Textbooks. It is the responsibility of each instructor to place orders with the Bookstore for the textbooks which are to be purchased by his students. Each semester, as soon as teaching assignments have been made for the coming semester, the Bookstore will send to each faculty member forms for ordering textbooks. These orders must be placed promptly with the manager of the Bookstore. Any delay in submitting the book order or any change in the original order will mean delay in the delivery of the books. All changes must be handled directly with the manager.

Classroom Assignments and Changes. Several months before the beginning of each semester the departments and schools plan their programs and schedule their classes in rooms assigned to them through the Room Assignments Office. This schedule is submitted to the Office of Academic Planning which completes the scheduling procedure by making all necessary changes to achieve the best articulation of instructors, classes, and classrooms.

Any requests for shifts in room schedules after the initial scheduling period, or during the semester, and any requests for special room facilities on specific days should be made to the school office. The school office will, in each case, work with the Room Assignment Office so that such assignments will be coordinated campus-wide.

Non-curricular Scheduling. Rooms for student activities should be requested in the Student Activities Office.

Field Trips. Faculty members wishing to schedule field trips for their classes should familiarize themselves with the policy and practice used here and discuss their plans with their department chairman. (See Appendix F for policy statement.)

Accident Reporting. Accidents which occur in the classroom or elsewhere on campus, or on university-sponsored excursions, and which result in injury to students, faculty, or visitors, must be reported to the office of the Business Manager on forms which are available in every school and administrative office. This form is to be completed and sent to the office of the Business Manager as soon as possible after the accident. Members of the staff involved in such an accident which results in an injury to others will be protected against liability under a statewide public liability and property damage insurance.

Collection of Money by Instructors. Faculty members may not collect money from their students for any purpose whatsoever. If it should be necessary to charge students in order to defray the cost of some class project--field trip, compilation of class material--the collection of that money should be handled by a student committee. Instructors should not collect money from students in advance of registration. Registration fees can only be charged on schedules set up and approved by the Trustees of the California State University and Colleges. All cash must be collected by the office of the Business Manager under the direction of university Cashier's Office.

Distribution of Copyrighted Material. The following opinion on distribution of copyrighted materials to classes or other groups by faculty members was secured from Mr. A. Lentz, Administrative Adviser, State Department of Education, under date of December 4, 1950:

> **"It is an infringement of copyright for anyone, without permission of the copyright owner, to reproduce any copyrighted material for distribution to anyone, regardless of whether the material reproduced is sold or distributed free."**

Lost and Found. Faculty members or students finding a lost object should take it to the lost–and–found service located in each building. School offices may serve as temporary depositories.

CURRICULUM DEVELOPMENT

Curriculum development at California State University, San Francisco is a joint, coordinated effort of the departments, the academic deans, the appropriate committees of the Academic Senate, and the office of Academic Planning, Undergraduate Studies, and the Graduate Division. Major curriculum proposals are reviewed at each level before recommendations are made to the Academic Senate, the President of the University, and, if necessary, to the Office of the Chancellor and the Trustees. Minor questions of curriculum change will be judged and resolved as expeditiously as possible within the university structure.

1. **Initiating Action.** An individual faculty member, an academic officer, a department curriculum committee, or a cross-departmental committee may develop suggestions for new courses, new programs, changes in existing courses and programs, or deletion of existing courses or programs.

2. **Department Approval.** If proposals come from an individual, they will be submitted to his department as a whole or to the department's curriculum committee, depending on the department's plan of operation. If the department accepts the proposal as desirable, it will develop materials to support the proposal and prepare the necessary forms (available through the office of the Dean of Academic Planning). Guidelines for the development of a new graduate curriculum are available at the office of the Dean of the Graduate Division; guidelines for the development of new and revised undergraduate curriculum are available at the office of Dean of Undergraduate Studies.

3. **School Deans' Approval.** Proposals approved by a department are forwarded to the appropriate school dean (or Division Director). The school deans, with the aid of academic officers and committees having curricular responsibilities in the school, investigate the broader consequences of the proposal, such as effect upon or contribution to existing curricula, increase or decrease in FTE, staff requirements, ramifications for teacher preparation, need for special facilities, and cross-college relationships.

If the school dean approves the proposal, he forwards the forms (and supplementary statements) to the office of Academic Planning. This office routes curriculum and course proposals and revisions to either the Dean of Undergraduate Studies or the Dean of the Graduate Division. The Deans review them and consider with the proponents questions and problems which need to be resolved. They coordinate with the Dean of Academic Planning on special problems of staffing and facilities. Questions of policy including those relating to new programs or changes in major, minor, degree, or credential programs or options are referred to the Educational Policies Committee.

4. **Roles of Deans and Senate Committees.** It is expected that the Educational Policies Committee, with the help and resources of the Dean of Academic Planning, the Dean of the Graduate Division, the Dean of Undergraduate Studies, and the deans of schools will give their principal attention to the educational and professional validity and desirability of the suggested changes. The school deans, in cooperation with the administrative deans, will make the judgments on availability of staff or facilities and determine the formula classification.

5. **Senate Approval.** The Educational Policies Committee after careful study and discussion will recommend to the Academic Senate approval or rejection of curriculum proposals. The action of the Senate is then forwarded to the President for approval.

6. **Presidential Approval.** Those proposals approved by the President that do not require action by the Chancellor's Office or the Trustees are returned to the office of the Vice-President of Academic Affairs for implementation. Those proposals involving further review are forwarded by the President or his designee to the Chancellor's Office for action.

7. **The Office of Academic Planning and the Publications Office.** In order that the Office of Academic Planning may properly serve the several university committees concerned with curriculum matters and the various departments and schools, it is essential that the following procedures be observed:

a. When approved through departmental and school procedures any new or changed course or curriculum proposal will be submitted to the office in the form provided or in the format required by the university committee concerned.

b. a log is maintained in the Office of Academic Planning reflecting the progress of each such proposal.

c. The appropriate administrative dean is responsible for preliminary staff work relating to the proposal and for routing it to the proper committee for consideration.

d. The committee action–approval, rejection, tabling, or referral for additional information, etc.,–will be reported to the school dean and department concerned.

e. Approved changes involving support commitments will be reviewed by appropriate administrative bodies (including the Chancellor and Trustees, if required) with decisions reported to those concerned (e.g., university committee, school dean, department chairman).

f. All approved changes which are to be implemented, hence listed in the catalog, will be reported to the Publications Office for inclusion in appropriate university publications.

g. Experimental courses (277-877) require the approval of the department chairman, and the school dean or division director, and the dean of Undergraduate Studies or the Dean of the Graduate Division.

RESEARCH AND SPONSORED PROJECTS

Research and sponsored projects at California State University, San Francisco have constituted an important fact of the professional activity of faculty members since 1899 when the university was a normal school. Then as now, the scholarly interests of the individual faculty were the chief motivation for such activity. Since 1956, there has been a marked increase in the amount of funds for research and instructional projects which have been available from non-State sources, such as major private foundations and the Federal government. In 1958, the State Board of Education, then the responsible governing body for the activities of the State Colleges, adopted a general policy with respect to research at the State Colleges generally, in which it recognized research as " a fundamental task not only of the scientist but of the teacher-scholar engaged in any intellectual discipline." The Board indentified several categories of research: (1) instructionally relevant research; (2) community service research; (3) institutional research; and (4) individual faculty research. (State College Administrative Manual, Sections 3600 ff.)

On October 27, 1957, the Faculty Council recommended and on December 3, 1959, the faculty of the college adopted a College Policy Statement on Research. This policy encourages the research and program development initiatives of individual faculty, makes available to such faculty the professional facilities normally provided college faculty and staff, acknowledges the need to reconcile research with other college responsibilities, and requires that student involvement in projects be voluntary. The Research Policy Statement authorizes individuals to proceed with research and program development plans on their own initiative and charges the responsible college officer (then the Vice President, and currently the Director of Faculty Research)to coordinate necessary arrangments with appropriate college officers with respect to staff, building facilities, curriculum, classrooms, laboratories, equipment, and budgets. Such proposals and arrangements are to have the signature of appropriate college officers, if approved. The statement also established the Faculty Research Committee (now a committee of the Academic Senate) and the position of Coordinator of Research and Program Development Activities (now Director of Faculty Research).

University Organization for Research. The university through an Office of Faculty Research and Projects, and the Frederic Burk Foundation for Education through its Project Development Office, assist faculty in the preparation and processing of all proposals for non-state support of research and other projects. The Office of Faculty Research and Projects is directly responsible to the Vice President-Academic Affairs, and functions to guarantee that commitments on the part of the university and its faculty to sponsoring agencies can be fully honored and observed. This office also acts in behalf of the faculty insofar as eligibility for project direction is concerned, overload, and matters relating to the overall successful completion of the research or project, and protection of the right of human subjects. The university is required to maintain a review and approving committee when research or projects involve the use of human subjects. The rights of human subjects must be carefully protected, and all proposals involving humans where some risk to them may be involved must have the approval of this committee which functions under the Office of Faculty Research and Projects.

Final approval for all projects is made through the Office of Faculty Research and Projects in the form of a routing sheet which bears the signature and support of the project director's department chairman, his dean, and the Dean of Graduate Studies if graduate students are involved.

The Frederic Burk Foundation for Education is a non-profit and tax exempt corporation established under the corporation codes of the State of California to function for and on behalf of the university in administering all fiscal aspects of funds received for research and project activity.

After the expenses and salaries of the Foundation's employees and activities have been deducted from the overhead costs charged by the university, the remainder is deeded to the university through the Board of Governors of the Foundation. The Board of Governors is a group of faculty and administrators appointed by the President to oversee the activities of the Foundation and to set policies for its operation.

When sums of money derived from indirect costs are available to the university through the Board of Governors, recommendations for its use and distribution are made by the Indirect Cost Allocations Board. Responsible to the President, this Board is composed of the Vice President-Academic Affairs, the Vice President of Business Affairs, a representative of the Council of Academic Deans, the Chairman of the Academic Senate, and two

additional representatives from the Academic Senate. Indirect cost money supports the Office of Faculty Research and Projects, the Faculty Development Fund (for faculty research), and the Cost Sharing Fund. The Faculty Research Committee is a standing committee of the faculty consisting of representatives from each of the schools and the division. Responsibilities of the Committee include the awarding of Faculty Development Grants and NSF Institutional Grant Funds. Applications for grants under both the Institutional Grant Fund and the Faculty Development Fund are available through the Faculty Research Committee.

ACADEMIC REGULATIONS AND PROCEDURES

The academic regulations of the university and many of the procedures through which they are administered are described in the ***Bulletin.*** Each member of the faculty should familiarize himself with that material. The discussion that follows is selected for purposes of supplementing, clarifying, and in some cases, re-emphasizing the materials in the ***Bulletin.***

Registration. *Registration consists of two processes:* First, is the payment of fees which is accomplished by mail; second, enrollment in classes which is accomplished on Thursday or Friday of registration week. When the student pays his fees he receives class admit cards (Transaction Cards). These cards must be picked up by the professor and turned into his department office not later than Thursday of the second week of instruction.

Admission to Classes. During registration week, students sign up on a class list for each class they desire to take. These lists are given to the professors who will require a Transaction Card from each student at the first meeting of class. Students whose names are on the sign-up list have priority over students who did not sign up for admission to class for the first meeting. Professors should pick up Transaction Cards at the first meeting of class. If a student does not have a Transaction Card, he should be sent to the Registrar for further assistance.

Class Lists. In the third and fifth weeks of instruction, each instructor receives from the Registrar an IBM class list for all students who are registered in his class. This list must be checked very carefully to see that there are no students attending his class who are not on the list and properly registered. If there are students who are attending class and are not on the list, these students should be referred to the Registrar's Office to clarify their registration. No class can be added after the second Thursday of the term. ***NOTE: All Transaction Cards must be turned in to the department office by Thursday of the second week of a term.*** At the close of the semester, instructors receive a grade list with the IBM grade cards for that list. The list and cards must be returned to the department office within forty-eight hours after the final examination in the course or final meeting of the course by the instructors concerned.

Changes of Programs. If a student officially changes his program, either drops or adds a class, the program change will be reflected on subsequent class lists.

Adding a Course. A student may add a course to his official program any time during the first two weeks of a semester.

Dropping a Course.

(1) During the first four weeks of instruction, a student may withdraw from courses without academic penalty.

(2) A student may drop a course during the first two weeks of instruction in a semester by obtaining from the instructor the Transaction Card previously turned in to the instructor. No dropping of classes is permitted during the third week of the term. During the fourth week a student must obtain the instructor's signature on a Transaction Card and file it with the Registrar.

(3) At the beginning of the fifth week or thereafter, the student who wishes to withdraw must submit a petition requesting withdrawal to each instructor together with a Transaction Card (petitions available at Adm. 156).

Withdrawal from the Univeristy. A student may petition for withdrawal from the university in the event of extenuating circumstances which preclude continuation of his status as a student. Petitions for withdrawal from the University are to be submitted to the office of the Dean of Admissions and Records who will approve or disapprove the petition for withdrawal. If the petition is disapproved, the student will have access to the existing procedures for appeals and review. If approved, the student will be withdrawn from all classes in which he is currently enrolled, the respective instructors notified, and a grade of 'W' recorded for those classes by the Registrar.

Grading Standards. (See current ***Bulletin.***)

Final Examinations. Final examinations in all appropriate courses are administered during the period and at the times published in the *Class Schedule.*

It is university policy that there be no tests or examinations (other than final examinations given at the published times) and no extracurricular obligations for students during the "non-activity period" beginning the week (7 days) preceding the first day of finals and ending with the last day of the examination period.

Reporting Grades. At the end of each semester, instructors are required to submit grade sheets to the department office within 48 hours after each final examination.

The letter grade officially reported to the Registrar's Office cannot be changed except by an approved petition. Petitions for requesting such changes are available in the department and the Registrar's Office.

Cheating and Plagiarism. At times there have been students and faculty members who have been indignant and disturbed by evidences of cheating carried on in examinations and in the preparation of written work both in and out of class. Faculty members have a compelling obligation to help the honest student receive what is due him by making it difficult for the dishonest one to get away with cheating or plagiarism.

The procedures on handling cases of cheating or plagiarism are to be reviewed by the Committee on Student Affairs. If there are changes, the faculty will be informed.

Preventing Cheating in Examinations. The following list of suggestions has grown out of faculty and student discussions:

1. Proctor examinations in person as there is no honor system.

2. Space students as widely as possible to avoid sharing information or misinformation during examination. (Call your school secretary if room is too small for satisfactory testing arrangements.)

3. Construct fair tests, e.g., their length, content, applicability to class assignments, etc.

4. Determine final grades on as broad a base as possible, not entirely upon the results of one or two examinations. Additional short tests and other supplemental means of evaluating student achievement are strongly recommended.

5. Consider giving alternative forms of the same test where the order of questions is different for each form. This device is especially effective whenever there is occasion to use objective tests with answer sheets that can be machine-scored. (For assistance in the construction of machine-scored tests, see the Coordinator of Testing.)

6. Confer with the head of the academic area for further assistance on planning examinations, or for information about university resources of special help on examinations.

Plagiarism. Each faculty member who requires outside written work as part of class assignments should carefully define for his students the meaning of plagiarism and outline for them the proper methods for using outside sources of material.

Procedure if Cheating is Discovered. If cheating or plagiarism are discovered, each instructor handles the situation as he sees fit and as a part of his regular classroom responsibility. When there are exceptional or difficult cases, instructors are invited to use the resources of the Office of the Dean of Students.

Credit by Examination. A student in resident study may obtain credit by examination. An applicant for such an examination must obtain approval of the instructor involved and the department chairman. The examination will be

comprehensive and searching. Credit by examination will not count toward resident requirements by the University. If the student passes the examination, the grade determined by the department and the notation "Credit by Examination" will be recorded on the student's permanent record and appropriate grade points assigned. A student who registers as an auditor may not earn credit by examination in that course.

LIBRARY

Brochures describing the holdings of the Library, the physical arrangement, and the hours of opening are available at the information desk located on the first floor of the Library.

Faculty Borrowing Privileges and Regulations. In view of ever-increasing demands on the Library's collections, and the prospect of continuing budgetary problems, library resources should be as widely available as possible. The following policy, adopted by the Senate November 23, 1971 with the concurrence of the President, is an attempt to provide the fairest treatment for all library user.

1. A faculty member of the California State University, San Francisco, using his faculty identification, may borrow circulating library books for one semester. If, after two weeks, another borrower requests a book charged to a faculty member, it must be returned. If it is not returned after seven working days, the overdue fine system will become applicable.

2. The overdue fine system applies to all library materials.

3. The borrower is responsible for returning divisional library material to the library desk from which it was borrowed.

4. Faculty members are not authorized to lend books or other library materials to students, staff, or other persons. Books may be returned to the library and held for the next borrower. This service can be arranged at the main loan desk.

5. A faculty member may authorize one assistant, for a one semester period, to borrow library materials for the faculty member's use. This can be done by completing and filing a proxy authorization card for the main loan desk or for the divisional library desk involved. Proxy authorization does not apply to the special collections housed in the Garden Room.

6. Any borrower intending to leave the local area for more than two weeks should make arrangements (with family, departmental secretary) to insure prompt return of all library materials charged to him if they are recalled. A faculty member who resigns or who will be away from the local area for his entire sabbatical leave or other reasons is required to return all library materials before leaving.

7. There is no limit on the number of books that a faculty member may borrow at any one time; however, he must return them at the end of each semester. It is expected that books needed for continual consultation by a faculty member would be purchased by him and not provided by the library.

8. If a faculty member has lost a library book, one of the following actions is in order:

   a. He may give the library an acceptable replacement copy and pay the processing fee, or

   b. He may arrange with the main loan desk to pay for the book, plus the processing fee.

9. Due to the nature of books on reserve for specific courses in the instructional program of the university, faculty members may borrow reserve books on a limited time basis only, subject to recall for any borrower who needs a particular reserve book. Library fine rates will become applicable seven working days after the date of the return request.

10. Periodicals, both current and bound, some reference books, government publications, and phonorecords may usually be charged out at the divisional library desks to a faculty member. These loans are usually for a short period of time. A faculty member is encouraged to photocopy materials needed for extended periods at the photocopy service office available in the library or in his department, and to return periodicals promptly.

11. A part-time faculty member who is also a graduate student will have faculty borrowing privileges for circulating books at the main loan desk. Such borrowers may be allowed to borrow other library materials which are directly pertinent to their teaching, by arrangement with the divisional library desks.

12. A faculty member will be notified when books he has ordered are available. Pink slips giving the call numbers for the new books will be sent to him and new circulating books will be in the Faculty Reading Room of the library for one week after release; new reference books or books marked Enclosure or Special Collections will go directly to the divisional libraries or the Garden Room. A faculty member other than the one placing the order may borrow the book during that week only with the permission of the faculty member who initiated the order. When books leave the Faculty Reading Room they are sent to the stacks and are available to any borrowers.

Ordering Books. Library books may be ordered at any time during the semester from funds allocated to each department. A faculty member should consult his department secretary concerning the allocation of book funds and the handling of book orders within his department. Order cards may be obtained from department offices or from the Order Department of the Library.

Reference Services. Librarians are available at each reference point to assist faculty in the use of resources of the Library; to compile brief, selective bibliographies; and to provide group instruction in the resources of the Library in special fields. Arrangements for library instruction may be made by calling the Assistant Librarian, Public Services (Temporary Extension 1641)

Reserve Books. At the request of a faculty member the Reserve Book Service (Extension 1881-82) will place books on reserve for student use. Forms for reserving books are sent to each member of the faculty shortly before the beginning of the semester. These should be filled in with the authors and titles of books needed on reserve and returned to the Reserve Book Service in the Garden Room.

Interlibrary Loan. Books may be obtained through interlibrary loan by faculty members and by graduate students as well when their requests are endorsed by instructors. In accord with an agreement with other libraries in northern California, however, materials cannot be requested on interlibrary loan from institutions within a twenty-five mile radius of San Francisco.

Group Study Rooms. Conference rooms and group study rooms are located throughout the building. These rooms may be reserved for class use by calling the General Reading Room (Extension 1128) to indicate the date and hour a room is desired.

Faculty Reading Room. A reading room reserved for faculty browsing and study is located on the fourth floor of the Library (Room 432A). A similar room reserved for student browsing and study is located on the north east corner of the library on the main floor.

Individual Study Carrels. Individual study carrels are located throughout the building with the greatest number located in Room 431 on the fourth floor. These are for general use and need not be reserved.

Typewriters. Free manual typewriters and coin-operated electric typewriters are available for student and faculty use in Rooms 421 and 423 on the fourth floor.

AUDIO–VISUAL CENTER

The Audio-Visual Center is located on the ground floor at the west end of the Library Building. It is open for service Monday through Thursday, 7:45 a.m. - 7:30 p.m., and Friday, 7:45 a.m. - 5:00 p.m.

Loan Procedures. Available for on-campus instructional use by faculty and authorized students are the following types of equipment and materials: 16 and 8 mm sound motion picture projectors, opaque and overhead projectors, filmstrip and slide projectors, tape recorders, phonographs, screens, television camera and monitor, films, film-strips, and audio tapes. Booking of materials is on a first-come-first-served basis. Faculty members should reserve selected materials sufficiently in advance to assure their availability. Films and filmstrips are available to student teachers for use in their teaching as authorized by their faculty supervisors. No equipment can be loaned for use off campus except for extension classes and summer off campus sessions. Limited amounts of equipment are issued on semester loan to departments which have procedures for handling and security. All films and equipment are to be returned to the Center by the due-back date.

Materials Not in Center. Films not listed in the Audio-Visual Center catalog should be ordered at least three weeks before they are to be used to assure availability. Orders should be made on standard rental request forms, giving all information called for. Notification will be sent by campus mail when date of showing has been confirmed by supplier. Faculty will be alerted when films arrive or notified if a rented film has not arrived by its show date.

Selection of Materials. Personnel of the Center are on call to assist faculty members and students in selecting and using audio-visual materials and equipment. Annotated catalogs of all films and filmstrips in the Center will be made available to each member of the faculty, and will be in the schools and the Library. Information on audio-visual materials available through other sources can be obtained at the Center's Reference Desk.

Equipment Services. The Center provides the following services subject to availability:

1. **Half-day Notice.** Deliveries are made each morning and again each afternoon.

   (a) **Delivery and Pick-Up.** This includes the delivery and return of motion pictures, filmstrips, slides, opaque and overhead projectors, phonographs, and tape recorders. In this case, the instructor or a student must operate the equipment.

   (b) **Equipment Set-Up.** Equipment may be set up ready to operate if so specified on the request form.

2. **Two-day Notice.** All requests for projectionists and tape recording service must arrive at the booking clerk's desk in the Center two working days before date of use.

   (a) **Film Projection.** This includes the delivery, set-up, operation, and return of equipment to the Center by a projectionist.

   (b) **Tape Recording of Special Classroom Events, Lectures.** The Center provides a tape recording service to record special materials and to enlarge the Center's audio-tape library.

Previewing. Preview rooms may be reserved by faculty or students. Reservations should be made as far in advance as possible.

Equipment Repair. The Audio-Visual Center is responsible for the maintenance and repair of all audio-visual equipment owned by the university. Requests for repair service should be made directly to the Center either by telephone or in writing.

Faculty Consultation. Center faculty are available to consult with campus faculty in the solution of instructional communications problems. Center professional staff can cooperate in research activities when arrangements for their participation have been jointly arrived at and are budgeted in the proposal. A faculty member needing this service may call the Director (Extension 1494).

Production Services. Graphic, photographic and audio services are available to assist faculty members in the development of instructional materials for use in their teaching. A week is generally sufficient to allow production.

AUTHORIZED TRAVEL--IN STATE AND OUT-OF-STATE

Introduction

All travel away from the University during work days must be requested on appropriate forms, justified by appropriate criteria, and approved by appropriate persons. Whether travel is funded by the individual traveler, by an agency outside of the University or by state funds, it must be authorized before it is taken.

A person should be aware that a request is not a guarantee of approval. Approval is given only if the requested travel is judged to be official (that is, essential), reasonable in time span, and only if funds are available and if the faculty member's duties can be taken over by another person of faculty rank competent to fulfill them.

All persons anticipating travel must know that unauthorized travel constitutes a breach of the California Administrative Code and is considered as "absence without leave". The person thus absent without authorization, may not submit a claim for travel expenses and, further, may be docked for the days he is gone from the campus.

No faculty member (or other University employee) may leave the state on official business until the Vice President for Academic Affairs or his designee has given authorization for the trip (and, if necessary, for the funds to pay for it). This means also, of course, that no advance checks will be issued until such authorization is received.

University personnel should understand that adherence to these regulations will protect their personal and family interest when they are performing University business away from the campus. (This comment relates to Workmen's Compensation, death benefits to family, and other such matters.)

Authorization

Authorization for in-state travel is received as follows:

1. A person prepares a request form. (See attached "Request for Approval of Travel")*
2. This request form must contain all the information outlined on it, such as date of request, the requester's name, his department, his destination, purpose of the trip, the duration of his absence, the person filling his duties in his absence, the estimated costs (if any remuneration is expected from state funds), and the account number to be charged.
3. Approval of travel requests, except supervision of student teaching, will be made as follows:

Request by:	Approved by:
Department Faculty and Staff	Department Chairmen** or Dean of School**
Department Chairmen	Deans of Schools**
Deans of Schools and Central Administrators	Vice President – Academic Affairs**
Vice President - Academic Affairs	President**

Samples of the forms connected with travel follow this section.

**Or his designee

All requests for approval of in-state travel for supervision of student teaching will be reviewed and approved by the Dean of the School of Education, or his designee.

4. If a person is traveling at no expense to the state, the Request for Approval of Travel must still be prepared in order to protect the individual as being on state business in case of injury, but the forms need not be transmitted beyond the School level.

5. If expenses are incurred, the Request for Approval of Travel (original and one copy) and the Travel Expense Claim (original and one copy) should be sent directly to Accounts Payable in the Business Office for payment.

Authorization for out-of-state travel is received as follows:

1. A person prepares request forms (see attached "Request for Approval of Travel" and "Out-of-State Travel Request").

2. These requests must be submitted to and approved by the Department Chairman, Dean of the School, and the Vice President of Academic Affairs. All such requests must be submitted to the office of the Vice President - Academic Affairs five full working days prior to intended departure from campus.

3. If a person is traveling at no expense to the state, the Request for Approval of Travel must still be prepared in order to protect the individual as being on state business in case of injury, but the forms must be transmitted beyond the School level.

4. When a person returns from authorized out-of-state travel, he should seek the department's secretary's assistance in filing a claim for reimbursement whether he has been granted an advance payment or not. This claim should be presented on form No. 262 and submitted through the Dean's Office to the travel desk in the Business Office. Airline or other travel ticket or receipts for unusual expenses must accompany the claim form. For out-of-state travel, receipts for hotel or motel must be included with the claim. If any single parking charge exceeds $2.50 the receipt must be included. (For more detailed instructions regarding claims, see memo from Accounting Office dated March, 1971.)

Personnel who travel using funds handled by the Frederic Burk Foundation must submit a form from the Foundation in addition to those described above.

If the travel requested and approved is not undertaken, the person who made the request should notify the chairman of the department and the Dean of the School so that the funds set aside may be disencumbered.

Justification For Travel

For travel on official business which does not involve state funds, the justification only has to meet the criterion that the travel is connected with and important to the regular university assignment of the person making the request. The signatures of the department chairman and the school dean will signify that they consider the travel to be "official" and not unduly interruptive of the person's regular assignment. Travel to defend a dissertation or take a doctor's oral or written qualifying examination is also justified.

On a request for in-state travel, the justification must meet the criterion that the travel is connected with and important to the regular university assignment of the person making the request.

If out-of-state travel is requested and state funds are necessary, justification on the request forms must show explicitly the essentiality of the trip. The Chancellor's Office has specified the categories of out-of-state travel which will be approved, as follows:

a. A trip certified by the President or his designee to be essential to the normal operation of the university.

b. A trip to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an officer in the association or society.

c. A trip having as its primary purpose the recruitment of faculty or administrative personnel.

If there is any question about the acceptability of a justification for travel out-of-state, that question should be resolved before the deadline for submission of the request papers.

Travel Account Number

At the beginning of each fiscal year, allotments are made to the schools for travel. Each school (or other principal subdivision of the university) is given in-state and out-of-state account numbers. The appropriate account number must be typed on the line "Allotment to be charged" on the "Request for Approval of Travel" form.

If there are any problems about which account is to be charged for the anticipated travel, they must also be resolved before the request is submitted.

Per Diem Rate Schedule

IN-STATE

When a continuous trip covers ***more than 24 hours***, $22.00 per diem (unless the claimant is a higher official) will be allowed for each full 24 hour period beginning with the departure time. The fractional part of the last day will be based on the In-State Per Diem Rate Schedule.

The Schedule will also be used where the duration of continuous travel is ***less than 24 hours*** and the travel is not performed wholly between 7:00 A.M. and 7:00 P.M.

Total subsistence (lodging - supported by a receipt and/or per diem) up to $22.00 (regular subsistence allowance) or $25.00 (higher official allowance) if applicable, would be allowable for a continuous trip of less than 24 hours.

In computing the allowance, when travel occurs in more than one calendar day and where the duration of continuous travel is less than 24 hours, separate allowances should be calculated for each day; provided, however, that when continuous in-state travel is more than 20 hours but not in excess of 24 hours, one full per diem may be claimed.

IN-STATE PER DIEM RATE SCHEDULE

Length of Travel	Subsistence Allowance Regular	Higher Official
Over 2 hrs. but not in excess of 4 hrs.	2.75	3.10
Over 4 hrs. but not in excess of 8 hrs.	5.50	6.25
Over 8 hrs. but not in excess of 12 hrs.	8.25	9.40
Over 12 hrs. but not in excess of 24 hrs.	11.00	12.50

Example	Day	Time	Per Diem	
Departure	20	0800	–0–	
	21	0800 to	22.00	(24 hours)
	22	0800 to	22.00	(24 hours)
	23	0800 to	22.00	(24 hours)
Return		1630	8.25	(8½ hours)

OUT-OF-STATE

In computing the allowances for out-of-state continuous travel of more than 24 hours, one full per diem allowance will be paid for each full 24 hour period, beginning with the time of departure. Reimbursement for any fractional part of a 24 hour period remaining will be computed separately in accordance with the Out-of-State Per Diem Rate Schedule.

OUT-OF-STATE PER DIEM RATE SCHEDULE

Length of Travel	Allowance for Meals & Incidentals Regular	Higher Official
Over 2 hrs. but not in excess of 4 hrs.	3.00	3.10
Over 4 hrs. but not in excess of 8 hrs.	6.00	6.25
Over 8 hrs. but not in excess of 12 hrs.	9.00	9.40
Over 12 hrs. but not in excess of 24 hrs.	12.00	12.50

(Actual lodging expenses, supported by a voucher may be claimed in addition to "meals and incidentals" shown above.)

CALIFORNIA STATE UNIVERSITY, SAN FRANCISCO

REQUEST FOR APPROVAL OF TRAVEL

TO: Dean of the School, Dean of Students, Vice President of Business Affairs, Vice President of Academic Affairs

DATE: Aug. 30, 1972

Person requesting travel John W. Friendly, Professor

Department Economics Office or School Behavioral & Social Sciences

Is this meeting called by the Trustees or the Chancellor's Office? No

Total number of California State University, S.F. personnel attending this meeting 1

Destination of trip Washington, D.C. Exact dates of trip August 10-12, 1972

Purpose of trip To read a paper, *"The Thoughts on Economic Cooperation Between Australia and U.S."* at annual conference of the North American Economics.

Person(s) handling duties during absence Joel E. Brown, Assistant Professor, Economics

1. Transportation (check whether Air X ; Rail ___ ; Private car ___; State car ___; Other ___;) 10 miles @ 12 cents per mile	$ 1.20 310.00
2. Subsistence - Number of day 2 @ $12 per diem out of state	$ 24.00
3. Registration Fees	$ 10.00
Others (specify details . . . . . Taxi Hotel and Parking	$ 35.00
TOTAL EXPENSES (Claims will be processed for up to $10.00 or 10% above this amount, whichever is more, without a revised Request)	$ 380.20

Allotment to be charged 01-11-6-9111-062-411 Advance requested _____ By: _____ Date

FOR ACCOUNTING OFFICE USE

Tr. Doc. Ref. No. _____

Account No. _____

Encumbrance Amount $ _____

Batch No. Page/Line No.

_____

_____

_____

_____

Advance $ _____ Approved by _____

Check No. _____ Date _____

APPROVED Chairman, Dept. of Economics
Authorized Signature

APPROVED Dean of Behavioral & Soc. Sci.
Dean of School - Chief Admin. Officer

FOR OUT-OF-STATE REQUESTS ONLY:

APPROVED William J. Mason
Asst. Vice President - Academic Affairs

DATE _____

P.D. STORES
ITEM CODE 1-030-05

SEND ORIGINAL AND
FOUR COPIES
(INCLUDING GREEN)
TO CHANCELLOR'S OFFICE

STATE OF CALIFORNIA
INTER-DEPARTMENTAL COMMUNICATION

TO: Trustees of the
California State Colleges

From: CSU, SAN FRANCISCO
(University)

SUBJECT: Out-of-State Travel

Date of Application: August 30, 1972

Pursuant to the provision of Sections 1062, 11032 and 11033 of the Government Code, as modified by Section 23617 of the Education Code, permission is requested for the following named employee of the Trustees to be absent from the State of California as follows:

NAME and TITLE: John W. Friendly, Professor of Economics

DUTIES TAKEN OVER BY: Joel E. Brown, Assistant Professor of Economics

Is extra cost to State involved in performance of applicant's regular duties during absence? Yes _____ No X

Purpose and Justification (give details)

To read a paper, *"The Thoughts on Economic Cooperation Between Australia and U.S."* at the annual conference of the North American Economics Consortium.

Itinery (includes all stopovers, with justification) Washington, D.C.

Dates of absence: 9/10-12/72 Dates of Meeting: _____

Location of Meeting: Washington, D.C.

Type of Transportation: Air

Fund from which Expense to be paid: General Fund

Expense of Trip not to exceed: $400.00

Amount to be reimbursed from other than state funds ---

If any payment is received other than as reimbursement for expenses, please state amount ---

I HEREBY CERTIFY upon my own personal knowledge that the unencumbered balance in the budget allotment for travel-out-of state is sufficient to cover this request, and that such balance is not dependent upon any pending TBA or BR.

Signed _____
(Accounting Officer)

DATE: _____

Honorable
State Controller
SACRAMENTO

Authorization is granted for the above-mentioned out-of-state trip. The expenses are to be paid by the State of California, upon presentation of properly certified and itemized bills.

Approved for the University by: W Frazer

Title:

Approved for the Trustees by: _____

Title:

47058-750 5-65 8750 SEXT ② OSP

STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

STD. FORM 262 (NOV. 12-69)

See Instructions On Reverse Side

CLAIM OF	POSITION	DATE
John W. Friendly	Professor of Economics	9/17/72
DEPARTMENT	**DIVISION OR BUREAU**	
Calif. State Univ. & Colleges	California State University, San Francisco	
RESIDENCE ADDRESS	**HEADQUARTERS ADDRESS**	**PRIVATE CAR LICENSE NO.**
256 West Avenue - Millbrae, CA	1600 Holloway Ave., S.F.	DKF 129

(1) MONTH YEAR (3) 9/72		(4)	(5) TRANSPORTATION							(6)	(7)
(2) DAY AND TIME	LOCATION WHERE EXPENSES WERE INCURRED	PER DIEM	(A) VO NO.	(B) COST OF TRANS.	(C) TYPE USED	(D) BETWEEN WHAT POINTS (NOTE—"AND RETURN" IF ROUND TRIP)	(E) CARFARE, TOLLS, PARKING	(F) PRIVATE CAR USE MILES	(F) PRIVATE CAR USE AMOUNT	BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
D 10 0800	Washington, D.C.		1	310 00	A	S.F. to Wash. D.C. & return	5 00	10	1 20	* 5 00	321 20
11	" "	1200									12 00
R 12 0900	" "	1200								* 5 00	17 00
	Hotel	3000	2								30 00

(8) Vo. No. Remarks (detail of amounts in columns 5 and 6, when necessary)

3 * Cab fare from airport to hotel in Washington, D.C. and return to airport (total $10.00)

TOTAL OF CLAIM 380 20

(9) ☐ Employee has minimum liability insurance on private car per SAM 4202.

(10) Conference or convention attendance under B/C Rule 708(c) approved. Signature of department head or principal deputy ►

(11) Paid by revolving fund check number

I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with Board of Control rules in the service of the State of California and that all items shown were for the official business of the State of California.

Signature of officer approving payment

Signature of claimant John W. Friendly

Use and Operation of State-Owned Cars. Several State-owned automobiles are available for use by the faculty in the performance of the official business of the university. These cars may be reserved by comp'eting the form "Request for Use of State Motor Vehicle" and forwarding it to the Security Office. Payment for fuel or repairs should be charged to the State credit card found with each car. Vehicles may not be operated by students at any time. For further information and before operating a State vehicle, the faculty member may read the "Policy Statement Relating to the Use and Operation of a State-Owned Car" which on file with school and administrative office in the university.

Summer Sessions and Extension cars are not available for general use. Since the funds which cover the purchase, maintenance and operation of these cars are drawn from the revenues of self-supporting programs, they may be used only for trips directly concerned with Summer Sessions or Extension business. Use of these cars is administered through the respective office of Summer Sessions and Extension.

MISCELLANEOUS

The Stenographic and Duplicating Center. This Center has been established to offer typing, stenographic, mimeographing, photo offset and multilithing services to the faculty for instructional purposes. It offers the same services to administrative offices in the university. All duplicating requests must be accompanied with a requisition form which may be obtained in the Center or the department offices in the various schools.

Requests for lengthy jobs or those requiring special layout or processing should be reviewed with the Supervisor of the Center in order to determine the time necessary to complete the project.

The resources of the Duplicating Center cannot be made available for work which is not related to the operations or instructional program of the university. All work done for research projects will be handled on a reimbursed basis. Duplication of budgeted university material such as the ***Class Schedule*** or the ***Bulletin***, will not be done for departments unless approved by the Office of Academic Planning.

Supplies and Equipment.

Supplies. A central supply room for office and classroom supplies is maintained in the Corporation Yard. Supplies withdrawn from the supply room will be charged to the administrative office or instructional unit requisitioning them. Supplies may be obtained by sending a requisition to the supply room, signed by the administrative officer concerned. Telephone orders cannot be accepted. The supplies will be delivered twice each week, Tuesday and Thursday, by the university delivery service.

Supplies not carried in the university supply room must be requested on purchase requisitions, approved by the administrative officer concerned. Thirty to forty-five days should be allowed before delivery of orders costing over $25.00.

"Confirming purchase orders" cannot be accepted or approved by payment. Faculty and staff members will be financially responsible for materials and services requested directly from vendors without first obtaining an authorized purchase or service order from the university Business Office.

Petty Cash Purchases. For supplies or services not costing more than $25.00 for any single transaction, a faculty or staff person is authorized to make a cash purchase using his own funds. He will keep the vendor's cash register tape or cash receipt sales ticket (showing items purchased). A cash advance is not authorized for this procedure. Such a purchase shall not be made without approval of the appropriate dean or fiscal officer or the designated representative of the purchaser's area of work.

Form number 70-6 (Rev. 72), Petty Cash Disbursement Voucher (available from University Stores) shall then be prepared by the requiring activity and signed by the appropriate authorizing official. The original and one copy of this form, with receipt attached, shall be handcarried to the Purchasing Department, Room 426, 4th floor Library, for confirming signature and further handcarried to the Cashier, Accounting Department, Adm. 213 for immediate cash reimbursement.

Equipment. Equipment needs must be anticipated in advance and included in the support budget. Purchases are normally limited to those items which have been included in the line item equipment budget.

Repair Services. Services for the repair of university equipment must be requested through the university Purchasing Office by a purchase requisition.

Typewriters and other office machines requiring service should be reported by telephone to the Purchasing Office, Extension 1833.

Storage of Personal Property in State Buildings. There is no provision for storing personal property of faculty or staff in State buildings. A periodic inspection of all storage spaces is made by order of the Business Manager and

any material found stored in an unauthorized manner is subject to removal and disposal. Permission to store State equipment which is used for instruction purposes may be obtained at the office of the Business Manager.

Alterations of Offices or Classrooms. All classrooms and offices on the campus are under the jurisdiction of the Vice President-Academic Affairs. Any request to modify or change the existing conditions in these rooms must be submitted to his office through a school dean for approval.

All rooms are inventoried by function and reported to the Office of the Chancellor. Any change in this reported function must be approved before modification may take place. Consequently, if such a request is received, it is reviewed by the Vice President-Academic Affairs, the Vice President-Business Affairs, and the Executive Dean to determine what effect it will have on the existing inventory.

Student Assistant Funds. Each school receives a student assistant allotment, and faculty members may employ university students on an hourly wage for certain types of work. The use of student assistants for these assignments can be authorized by prior approval and allocation from the department chairman. Each school, department, or faculty member must remain within the allocation, and no student assistant should be allowed to work unless funds are available and committed to cover his full salary requirements for that period.

Faculty members who have occasion to engage students should obtain information on payroll procedures from their department office. Student assistants must sign a loyalty oath ***prior*** to the first day of their initial employment and again the first time they are employed after September 1st of each succeeding academic year. The loyalty Oath must be signed in order either to hire the student or to pay him. Full-time non-academic employees of the university shall not be paid additional compensation from student assistant funds for overtime or other additional work.

Campus Parking. Under existing State regulations, any full-time employee desiring to park on the campus will be required to pay a fee of $13.00 per semester. A campus security officer, duly deputized with the authority to issue citations for unauthorized parking, will be on continuous patrol on the campus.

At the present time there are enough parking spaces on campus for faculty members who wish to purchase a permit. It is not possible, however, to assign every faculty member a parking space in a parking lot adjacent to the building in which his office is located.

Application for a parking lot permit and assignment should be made to the department chairman. Then the faculty member should pay the necessary fee at the Cashier's Office. A decal will be affixed to the rear bumper on designated days at the beginning of each semester. The permit does not entitle a faculty member to park in any one particular space in a lot.

Telephone Service. With the University's Centrex Telephone System, incoming calls are dialed directly to the telephone desired without first going through the switchboard. Incoming toll and collect calls may be dialed directly to any station within the Centrex system at station rates with no charge in event the desired station is busy. Intra-system calls are made by dialing the last four digits of the number desired as given in the University Directory.

Long Distance Calls. Official long distance calls may be dialed directly without going through the switchboard by first dialing (9) for the outside line, then the area code, and number. Whenever possible, calls to California points should be made "off net" on the State Leased Line.

State Leased Line (ATSS). Official calls between principal cities within the State should be made on the Leased Line. Access on those lines which have access is gained by dialing (8) instead of (9), then the desired station's ATSS number as listed in the State Directory. If the destination has no ATSS number, i.e., is "off net," (8) should be dialed, then the area code, then the regular number. Message unit calls within the San Francisco (415) area code are not to be placed on the ATSS system. (Map on page 6 of the San Francisco telephone directory indicated local and message unit area.) Detailed information on ATSS and a list of cities on the Leased Line can be found in the introductory pages of the State Leased Line Directory, available in department offices.

Restrictions. Charging personal calls to the University telephones reduces the budgeted line item and is not permitted, even though the State is reimbursed. In an emergency, the use of University telephones is permitted, but the charge must be made to the caller's private home telephone.

The University's unrestricted telephone system places an obligation on the faculty to make certain the telephones are not used indiscriminately and are not left unattended at any time. Students are not permitted to use University telephones; pay phones are at convenient locations throughout each building.

Telephone Directory. Each member of the faculty is furnished a University telephone directory which lists all University numbers and describes how to place calls and obtain assistance. The directory also provides a quick reference for emergency signals and assistance.

Mail - General Considerations. The University maintains a central mail service section for the purpose of consolidating all mail activities and procedures. Each piece of mail is identified by department unit for charging to budget allocation.

All mail addressed to the university is delivered by the U.S. Post Office to the Central Mail Room, once each day, normally in the morning. All mail received is sorted and delivered the same day.

Faculty and staff are requested to have publishers, correspondents, and others using the mails to forward all PERSONAL mail to their home address. The university mail room cannot be staffed to render personal mail services.

In accordance with current directives, all postage used by the university will be affixed to the mail by a postage meter. Purchase of postage stamps may be made only for emergency purposes.

Bulk Mailings. All mailing of more than 200 like pieces will be considered as BULK MAIL to be forwarded at the lowest possible postage rate. Administrative and instructional offices will coordinate with the Mail Room Supervisor the preparation of brochures, flyers, or other printed matter to be mailed before the material is printed or prepared for mailing. The method of addressing, printing of the postage indicated, and preparation of the mail must be acceptable to the U.S. Post Office. These preparatory procedures must be determined before the mailing copy is delivered to the printer, duplicating center, or the university mail room.

Air Mail. Air Mail shall not be used for California delivery. Mail weighing more than two ounces shall not be forwarded by Air Mail except in unusual circumstances which require a priority or have an importance to the university commensurate with the extra cost of the air mail postage.

Mail Service.

Incoming Mail. Incoming mail (first-class letters, etc.) is delivered to administrative and school offices twice each day by the university messenger. Parcel post packages, books, periodicals, etc., are delivered once each day by the university delivery service.

Outgoing Mail. The university messenger picks up outgoing university mail when he makes his regular morning and afternoon deliveries. Outgoing mail that is not ready until after the last pick-up must be taken to the Mail Room in the Administration Building before 3:55 p.m. if it is necessary that it be mailed that day. All mail shall be dispatched at the lowest possible rate.

Personal Mail. All outgoing personal mail should be stamped by the sender and deposited in mail boxes located on the campus. The staff and the faculty of the university are requested not to use the university address for personal mail, publications, periodicals, and for the delivery of bulk mail and advertising matter. The delivery of this type of mail to the university will cause considerable delay in the distribution of the regular professional and business mail.

Student Mail. Postage for returning term papers, examinations, etc., should be paid for by the student.

Large Mailings. Mailing of bulletins, programs, brochures, syllabi, questionnaires, and other such material should be cleared through the Business Office before the mailing is processed. (See Bulk Mailing above)

Inter-Office Mail. Mail which is to be delivered between offices on campus should be placed in the inter-office mailing envelopes and should show the name, the school, or administrative office.

Building Security.

Office Keys. Office keys will be issued by the Office of Plan Operation upon written request from the dean, administrative officer, or department chairman in charge. Outside door keys may be issued to staff members if authorized by a dean or administrative officer. Faculty members must sign for each key issued to them. Keys cannot be picked up for another person. Under no conditions should building keys be given to students. Duplicate keys are not to be made by outside locksmiths.

Loss of Keys. Lost keys should be reported immediately to the office of the Chief of Plant Operation. Duplicate keys can not be issued for a period of ten days after the loss has been reported.

On Separation. Staff members separated from State service must personally turn all keys in to the office of the Chief of Plant Operation. A "Key Clearance" card must be obtained before the final pay check will be released.

On Leave. Faculty members granted a sabbatical leave or a leave of absence without pay must follow the procedure outlined above for separation. Faculty offices cannot be provided for persons on leave.

Use of University Facilities by Outside Organizations. The instructional program has first priority in the use of university buildings and facilities. Professional societies educational groups, and on-campus student groups with which faculty members are associated may use the facilities of the university for meetings, conferences, exhibits, and other events, provided such use does not interfere with instruction.

Organizations requesting the use of university facilities must be oriented toward educational objectives or professional activities which are educational in character. They must be well established, recognized and active in their field, and willing to pay all costs incurred in using the facilities and providing services connected with the activity.

Procedure for Applying for Use of Facilities. Scheduling and coordination for use of university facilities for use other than instructional purposes is the responsibility of the Assistant to the Vice President-Administrative and Business Affairs.

Check Cashing. State regulations preclude the University Business Office from cashing checks (personal or otherwise), checks may be cashed in the Bookstore and at the Associated Students in Hut T-1.

Management of Funds. Government Code Section 16301 states the following: "Except as otherwise provided by law, all money belonging to the State received from any source whatever by any state agency shall be accounted for to the Controller..."

Therefore, all money received from any sources whatsoever by any department or school within California State University, San Francisco belongs to CSUSF and should be accounted for to the Accounting Office. No department or school should establish a checking or savings account to engage in other monetary actions with any outside agency or keep any moneys in the department or school.

If any such accounts exist in any department or school the Accounting Office should be notified and the funds transferred to the Accounting Office.

CONSTITUTION
of the Faculty of
California State University, San Francisco

ARTICLE I

Section 1. Name

The name of the organization shall be the Faculty of the University

Section 2. Membership

The Faculty of the University shall consist of all professors, associate professors, assistant professors, instructors, lecturers, professional librarians, professional student personnel staff members, the president, vice president, and deans (including associate and assistant deans) serving on annual appointments in the University, and the Business Manager. Membership in the Faculty shall not lapse because of leave of absence or attainment of emeritus status. Those members of the Faculty who are in full-time residence on the campus or who have tenure and are in residence shall be eligible to vote as members of the Faculty. Temporary appointees for summer session or extension work, visiting or exchange members of the staff, and persons teaching on a semesterly contract basis shall not be voting members of the Faculty. When the necessity for voting arises during a summer session or in a period between regular sessions, those members of the Faculty who qualified to vote in the previous and/or succeeding regular session of the University shall be entitled to vote. The Academic Senate or its designated group will define membership on the Faculty in all matters of appeal and in special cases not determined by class and rank.

ARTICLE II

Section 1. Responsibilities

The Academic Senate, subject to established policies and regulations of the Legislature and the Trustees, and subject to the concurrence of the President of the University, shall formulate policies and procedures regarding:

a. faculty and administrative appointments
b. faculty promotions, dismissals, retentions, sabbaticals
c. curriculum and instruction
d. library and research
e. student affairs, admissions, retentions and graduation
f. business and fiscal matters
g. campus development
h. grievances over personnel, academic and professional matters
i. other appropriate matters relating to the welfare and excellence of the university.

Section 2. Presidential Concurrence

Upon passage by the Academic Senate or the faculty, proposed policies and procedures will be submitted to the University President for consideration and action. Policies and procedures will become official on the date of concurrence by the President. The President will report in writing to the Academic Senate on those proposed policies and procedures with which he does not concur. Such report shall provide an explanation of the reasons for the failure to concur.

ARTICLE III

Section 1. Organization of the Faculty of the University

A. **Officers**

Officers of the Faculty of the University shall be the president of the University, the chairman of the Academic Senate, the vice chairman, and the secretary of the Academic Senate, who shall be the secretary of the Faculty.

B. **Meetings**

Meetings of the Faculty of the University:

a. Must be called at least once during the academic year; the chairman of the Academic Senate or his designee shall preside;
b. May be called by the president of the University at which time he may preside;
c. May be called by one-third of the Academic Senate at which time the chairman of the Academic Senate or his designee shall preside;
d. May be called by a petition signed by at least fifty voting members of the Faculty, at which time the chairman of the Academic Senate or his designee shall preside;
e. Shall be conducted with Robert's ***Rules of Order*** as a guide.

C. **Quorum**

The quorum shall be specified in the By-laws.

D. **Powers**

The Faculty delegates its powers to the Academic Senate except those it may choose to reserve to itself, and as provided below.

A quorum of the Faculty may consider any subject at a general faculty meeting but may not take binding action except insofar as a proposal may by a majority vote of those present and voting be referred to the faculty for a written referendum vote.

ARTICLE IV

The Academic Senate
Section 1. Membership

Elected members of the Academic Senate must be voting members of the faculty of the University as defined in ARTICLE I, Section 2, of the Constitution. All elected members of the Senate must have not more than 6 units of assigned time for administrative duties, except for representatives of the professional library staff and the professional student personnel staff.

The Academic Senate of the University shall consist of:

A. One member elected by and from the voting members of the Faculty of each school and division, as long as such entities are separate instructional units; one member eleted by and from the professional library staff and one member elected by and from the professional student personnel staff.

B. Additional members elected by and from the voting members of the Faculty of each school, division or other entity within the institution based upon an entitlement to additional membership of one additional member

when the full-time faculty equivalent exceeds 50 in the appropriate jurisdiction, two additional members when the full-time faculty equivalent exceeds 100, and such additional members when the full-time faculty equivalent exceeds 150, etc., as would be appropriate using the formula expressed herein. The count for full-time faculty equivalents for the purpose of election shall be taken at the beginning of the spring semester.

C. 1. 10 members chosen at large, elected by and from the voting members of the Faculty.
2. One regularly-enrolled student designated by the Legislature of the Associated Students shall be a member of the Academic Senate. Such student must be enrolled for at least nine units of resident credit. The term of office and means of selection for such student shall be determined by the Legislature of the Associated Students.
3. One staff member. The term of office, qualifications, and means of selection for such staff member shall be determined by the California State University, San Francisco Staff Assembly.

D. The president of the University or his delegate.

E. Four administrative officers of the University [illegible], annually by the president of the University.

F. 1. All members elected to the Academic Senate of the California State University and Colleges shall become ex-officio members of the local Senate for the duration of their terms on the state Senate. State Senators already serving on the local Senate at the time of their election to the state-wide group shall be replaced on the local group.
2. The outgoing chairman of the Academic Senate shall serve as a member of the Senate for one year subsequent to the completion of his chairman's term.

G. The terms of office of all elected members of the Senate shall be three years, beginning on the first regularly scheduled meeting on or after June 1.

1. Elected members of the Senate may succeed themselves for one full term. No member of the Senate shall serve more than 6 successive years in that capacity.
2. The first members elected to the Senate shall divide by lots into one-year, two-year, and three-year positions and thereafter each position as defined by this division shall be vacated every three years, thus resulting in the regular election of approximately one-third of the senate each year. Elections must be held as prescribed below at least one month prior to the beginning of the term of office.

H. Vacancies in the elected membership of the Senate shall be filled as follows:

1. Vacancies in positions from the schools, division, and other entities shall be filled following normal election procedures for the balance of the term of office.
2. Vacancies in at-large positions shall be filled by normal election procedures.

I. The Faculty of each school, division, and other entity shall determine its own method of nominating and electing members and shall file a copy of a description of its methods with secretary of the Academic Senate.

J. The members-at-large of the Academic Senate shall be nominated in a process open to the entire voting faculty and allowing for nominees from the previous Senate, as shall be determined in the By-laws. Such nominees will be candidates in an election by the faculty in such method as may be determined in the By-laws.

K. When this Constitution is adopted, elections shall be held immediately, as provided above. Members elected shall begin their first year of service upon election.

Section 2. Duties

A. The Senate in order to perform its duties shall create committees as provided in ARTICLE IV, Section 3. The Senate may request reports from any of the committees, when the Senate deems such reports appropriate. The

Senate shall make minutes of all faculty committees accessible to the Faculty by placing them in the University Library in such other ways as may be appropriate, except for the confidential reports and only the confidential reports to the President from the Sabbatical Leaves, Promotions, and Academic Freedom Committee.

B. The Senate shall adopt and may amend its By-laws.

C. The Senate shall make provision in its By-laws for its operation during Summer Sessions and other interim periods.

Section 3. Organization of the Academic Senate

A. **Officers of the Senate**

The officers of the Academic Senate shall include a chairman, a vice chairman, and a secretary. They shall be elected from the incoming and continuing membership of the Academic Senate to serve a one-year term.

B. **Committee Structure of the Academic Senate**

The Committees of the Academic Senate shall include the Executive Committee which shall consist of the officers of the Academic Senate and two additional Senate members, elected for a term of one year, together with the outgoing chairman who shall serve for one year subsequent to the completion of his chairman's term, and such other committees as the Academic Senate shall determine.

C. **Record of Meetings**

The Academic Senate shall keep a record of its proceedings which shall be available to the faculty. Minutes shall be distributed to the faculty.

ARTICLE V

Section 1. Adoption of this Constitution

This Constitution shall be adopted by a favorable vote of the majority of the Faculty of the University who vote, as defined at the time the vote is taken, but shall not be adopted if less than 200 favorable ballots are cast.

Section 2. Amendment

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Academic Senate or may be initiated by members of the Faculty calling for a general meeting of the Faculty, as provided for elsewhere in this Constitution. Proposed amendments adopted by the Academic Senate following its usual rules for the passage of motions or adopted by the Faculty in a general meeting following its usual rules for the adoption of motions, shall be presented in written form to the voting members of the Faculty, as elsewhere defined in this Constitution, and shall be adopted by a favorable majority vote by the members of the Faculty who vote, but shall not be amended if less than 200 favorable ballots are cast.

Passed by the Faculty
4/14/72
Approved by President Hayakawa
4/24/72

BY-LAWS OF THE ACADEMIC SENATE

OF

CALIFORNIA STATE UNIVERSITY, SAN FRANCISCO

I

GENERAL PROVISIONS

The By-Laws of the Academic Senate are subordinate to the provisions of the Constitution adopted in June, 1963, and to any subsequent amendments of the Constitution.

II

ACADEMIC SENATE

A. **Election of Members**

1. Members-at-Large. The Executive Committee of the Academic Senate shall serve as a nominating committee and shall also receive nominations from the faculty for the positions of members-at-large. Faculty nominations shall be submitted in writing to the Executive Committee accompanied by a written acceptance from the candidate to stand for election. All persons so nominated shall be included in the list of candidates.

2. Election of members from the academic units shall be held prior to April 1 of each year, and the election of members-at-large be held between this date and May 1.

B. **Officers**

1. Officers and two additional members of the Academic Senate shall be elected annually by the incoming Academic Senate at either a regular or a special meeting in May. Officers and two members shall serve for a period of one year or until their successors have been elected. In the event that the chairman succeeds himself, or when for any other reason there are less than six members of the Executive Committee, the Senate shall elect a sixth person to sit with the Executive Committee during its meetings.

*2. The chairman of the Academic Senate shall:

   a. Call and preside at meetings of the Academic Senate and of the Executive Committee.
   b. Have general supervision of the business of the Academic Senate.
   c. Be spokesman for the Academic Senate in representing Senate decisions.
   d. Exercise general supervision over the office of the Academic Senate and its staff.

3. The vice-chairman of the Academic Senate shall:

   a. Act for chairman in latter's absence or at his request.
   b. Become chairman in event the office of the chairman becomes vacant.

* The above responsibilities may be delegated by the chairman to other members of the Academic Senate.

4. The secretary of the Academic Senate shall:

   a. Exercise general supervision over the taking and keeping of minutes of the Academic Senate.
   b. Prepare the agenda for meetings of the Academic Senate as directed by the Executive Committee.
   c. Give notice of meetings of the Academic Senate to each member.
   d. Be responsible for records of decisions made by the faculty.

C. **Meetings**

1. There shall be at least one regular meeting of the Academic Senate each month during the academic year, September through May. The chairman shall call the September meeting as soon as possible following the start of classes in the Fall. Regular meetings shall be scheduled during the 2 to 4 hours or the 2 to 5 hours on Tuesday. The chairman of the Senate or the Executive Committee of the Senate are empowered to choose between these two alterntives. The deliberation of the Academic Senate shall cease at 4:00 p.m. (or 5:00 p.m.) unless (1) week's notice of a longer meeting is given to members of the Senate, or (2) 3/4 of the Senators present, by motion moved and seconded prior to 4:00 p.m. be required to decide the question of adjournment or continuance at that hour of 4:00 p.m. to continue to a time certain beyond that hour.

2. Special meetings of the Academic Senate shall be held if requested by any of the following:

   a. Chairman of the Senate
   b. Executive Committee
   c. Any seven members of the Senate

   The agenda for such meetings shall be stipulated in the request and shall be distributed in advance of the meeting to all Senate members. Items may be added to the end of the agenda by a majority vote, but cannot be taken out of order except by a two-thirds vote of those present.

3. The meeting place of the Academic Senate shall be decided by the Executive Committee.

4. The time of special meetings of the Academic Senate shall be decided by the Executive Committee. Special meetings shall be held within one week after valid request for such a meeting has been made.

5. Notice of all meetings of the Academic Senate shall be made to its members. ***Faculty Action*** may be used for purposes of notification.

6. All meetings of the Academic Senate shall be open to members of the faculty, and to others by invitation, except when the Senate, by majority vote, shall declare itself to be in executive session, in which event only members of the faculty of the University shall be permitted to attend.

7. A majority of the authorized membership must be present to constitute a quorum. A quorum must be present at all times in order for the Senate to conduct its business. A vote of the majority of the quorum, but no fewer than fifteen (15) members, is necessary to constitute an official action of the Senate. If the vote should constitute a majority of the quorum but fewer than the required fifteen, the motion under consideration shall be placed on the agenda for the next Senate meeting for one and only one further consideration. Voting on substantive motions shall take place only after a second reading of the motion at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate, by 3/4 vote of those members of the Senate present, may waive, this requirement.

8. Senate members may not be represented or vote by proxy.

D. **Internal Committee**

1. The Executive Committee shall be responsible for preparing the agenda, for advising the chairman regarding the conduct of Senate business, and for such additional duties as the Senate may assign.

2. The Executive Committee shall have the authority to act for the Academic Senate, except that in addressing the Chancellor, the Trustees, or other appropriate bodies on matters of policy, it shall distinguish whether it is expressing the position of the Academic Senate or the position of the Executive Committee alone. This authority should be exercised only when a situation arises requiring resolution before the next regular meeting of the Academic Senate is not feasible. In any case, the Committee shall report such action to the Academic Senate at the first meeting of the Senate following the action.

3. A summer committee of the Academic Senate, composed of no fewer than six members of the Senate, shall be available on an emergency basis during the months of June, July and August for consultation, calling of special Senate meetings, and handling of such duties as may be delegated to it by the Senate.

4. The Academic Senate may form, supervise, and disband any other committees within its membership. The Senate may delegate its duties, but not its responsibilities of its own subcommittees or to other bodies as it may authorize.

5. These by-laws of the Academic Senate may be added to or amended by a majority vote of the Senate. The rules given above under C-7 shall apply.

III

FACULTY MEETINGS

1. Three hundred (300) members of the faculty must be present to constitute a quorum. A quorum must be present in order for the faculty to conduct its business. Faculty members may not be represented or vote by proxy.

2. A quorum of the Faculty may consider any subject at a general faculty meeting but may not take binding action except insofar as a proposal by a majority vote of those present and voting referred to the faculty for a written referendum vote.

3. The presiding officer shall make the final determination as to the results of a vote. Motions for reconsideration may be made. Vote by secret ballot on any motion may be required by any faculty member, seconded by nine additional faculty members.

IV

MISCELLANEOUS

1. The Executive Committee is authorized to collect voluntary dues at the rate of $5.00 per month from the faculty and to form a nonprofit unincorporated association for the collection of same.

2. In the event the member of the Academic Senate is absent for two successive regularly scheduled meetings of the Senate or for more than a month without prior notification to the Executive Committee then the Executive Committee may declare the seat vacant and arrange for the selection of a replacement in accordance with the provisions of the constitution.

GUIDELINES FOR ACADEMIC FREEDOM AND RESPONSIBILITY

In 1969-70, the Academic Senate created a new committee on Academic Freedom, elected by the faculty. That new Academic Freedom Committee formulated seven specific Guidelines for Academic Freedom and Responsibility. Those Guidelines were adopted by the Academic Senate as follows:

The following proposed guidelines are by no means exhaustive; additional principles undoubtedly will be added as experience necessitates their articulation. Each of the principles expressed is included at this time because of serious violations of it during the past.

1. Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however,

Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or avoid fulfillment of the expectations of the course; however,

Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior.

2. Academic freedom for faculty members includes the right to judge and grade the academic performances of students.

Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism.

3. Students have the right to the instruction promised them in official college publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relating subject matter of courses to those social crises that arise temporarily and unpredictably.

In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in college publications except in such usual academic practices as field trips, classes meeting off campus by prior arrangement, experimental course procedures approved by the department and for which students have received notice prior to registration.

4. Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior.

5. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.

6. Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively.

7. The responsibilities in academic affairs placed upon deans, department chairmen, and faculty members should be clearly spelled out and should be respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

HIRING, RETENTION AND TENURE (HRT) PROCEDURES*

Adopted by the Academic Senate, December 12, 1972

The Academic Senate at California State University, San Francisco is charged with developing proposed policies and procedures, as permitted by law, for hiring, retention and tenure of faculty members. All recommendations from departmental hiring, retention and tenure (HRT) committees shall be submitted in compliance with such procedures. When in the judgement of the department faculty concerned it is desirable to combine HRT and promotions functions in a single committee (HRTP), or to separate committees (H, or RT), this may be done provided both the conditions of this statement and of the University promotions policies are met where applicable.

Annual Review

Procedures developed by departments shall be reviewed annually by each school dean to insure that they are consistent with Trustee and University policies and procedures. Such review will be completed between May 1 and June 1 of each academi ear.

Small Departments and Tenured Faculty

If a department is too small or lacks sufficient tenured faculty members to implement any of the following procedures, it shall prepare an alternative proposal to be submitted by the chairman for consideration by the school dean, Vice President for Academic Affairs, and the Executive Committee of the Academic Senate. Once adopted, such alternative procedures shall have the same force and effect as though they were standard. Decisions stemming from such approved substitute procedures shall not be subject to challenge on procedural grounds.

Committee Organization

1. Department HRT committees shall be made up of faculty members who are tenured, full-time in the University, and voting members of the department. They shall be elected by secret ballot.

2. Voting eligibility shall be determined as follows:

   a. Full-time faculty on regular appointment in one department, including faculty on temporary assignment in another department, shall be entitled to one full vote in their home department.

   b. Full-time faculty with regular interdepartmental appointments shall be entitled to fractional votes based upon their departmental assignments at the time the vote is taken.

   c. Part-time faculty who have been teaching members for three years or more shall be entitled to fractional votes based upon their departmental teaching assignments.

Committee Structure

1. The size of an HRT committee shall be determined as follows:

   a. Departments with fewer than ten full-time faculty members shall have committees which consist of at least three voting members.

   b. Departments with ten or more full-time faculty members shall have committees which consist of at least five voting members.

Applicable whether separate, or combined, committees are formed.

c. Departments which cannot meet the above requirements in terms of tenured faculty shall organize HRT committees in accordance with the procedures outlined previously.

2. The department chairman, regardless of tenure status, may serve as an ***ex-officio,*** non-voting member of all committees involved in hiring, retention, and tenure decisions. Whether or not a member of the HRT committee, the department chairman is required to render a separate recommendation on each personnel case under consideration.

3. HRT committee members shall serve a three-year term of office and may be elected for subsequent terms. At the effective date of these revised procedures, provision shall be made to insure continuity of membership so that in any year there will be carryover of at least one person on a three-member committee and at least two persons on a five-or-more-member committee. In the event a committee member cannot fulfill his term of office, a substitute shall be selected through the standard election procedures to fill out the remainder of the unfilled term.

Operational Calendar

In general, dates for submission of committee recommendations, and accompanying reviews will be set in accordance with the Executive Calendar of the University as established to meet Code requirements. Provision shall be made to allow a minimum of two weeks for review at successive levels, except in tenure cases. All cases involving tenure recommendations must be forwarded in sufficient time to allow a minimum of one month for consideration by the school dean, the Vice President for Academic Affairs and the President of the University.

University-wide Procedures

Revised Section 42701 of Title 5, California Administrative Code, requires the establishment of uniform University-wide procedures for the implementation of the tenuring process. For this University the joint review of tenure cases by the respective school dean with the Vice President of Academic Affairs and the President of the University is deemed to constitute a University-wide review for purposes of insuring the use of appropriate standards for the awarding of tenure.

Operating, Forwarding and Reviewing Procedures for Retention and Tenure Recommendations

1. The HRT committee may receive written reports or hear testimony from other faculty members, from students and others as deemed appropriate, but such statements shall be taken in the presence of the committee alone to insure confidentiality.

2. No one but official or ***ex-officio*** members of the HRT committee may be present during its deliberations.

3. **HRT Report.** Upon completion of its deliberations, the HRT committee will prepare a written statement for the chairman of the department summarizing the data sources used, the nature of its evidence, and its concluding recommendations.

4. The Department Chairman shall prepare a separate report. It shall be his duty to give a copy of this original report and the original report of the HRT committee to the candidate before forwarding them to the school dean. The department chairman shall review with the candidate the substance of both reports and then shall forward his original report and the original report of the HRT committee along with any possible amendments to the school dean. Copies of any amendments shall be given to the candidate.

5. In the event of disagreement between the HRT committee and the department chairman recommendations respectively, the school dean has an initial obligation of attempting to secure resolution through conference with the HRT committee and the department chairman. Upon completion of such efforts (or in the absence of any disagreements) the school dean will forward the recommendations of the HRT committee and department chairman, along with his own statement to the probationary faculty member in retention and

tenure cases, and to the Vice President for Academic Affairs. In the event the school dean does not agree with the recommendations forwarded to him and failing to effect agreement through conference, he shall send a copy of his forwarding memorandum to the Vice President for Academic Affairs, to the department chairman, the chairman of the HRT committee and the individual concerned.

6. As the President's designee, the Vice President for Academic Affairs may authorize reappointments in conference with the school dean and others as required in each instance, except for cases wherein the granting or denial of tenure is involved. In tenure cases, formal review by the President is required, in consultation with the Vice President for Academic Affairs and the appropriate school dean.

7. The decision for hiring, tenure and retention of candidates rests with the President, or his designee.

General Principles for Retention and Tenure Procedures

1. It is the obligation of every person involved in the evaluation process to make diligent effort to obtain factual evidence, to verify the accuracy of data offered, and insofar as possible, to make his own personal investigation and evaluation of the performance of the colleagues under consideration. Class visitation, evaluation of publications or other creative works, gathering of relevant opinion data (including student and colleague opinions) are all parts of the data base from which evaluation should proceed. The faculty member's own inputs shall also be sought by the HRT committee, the department chairman, and the school dean.

2. Differences of opinion, problems in communication, or any other matter which might arise regarding hiring, retention or tenure recommendations should be reviewed and resolved insofar as possible at the level of origin before being forwarded to the next higher level.

3. The individual being evaluated should be an active partner in the process and should be encouraged to contribute whatever evidence he believes will be useful in arriving at a sound and just decision.

4. The candidate and persons authorized to participate in the evaluation process shall have access to the data collected.

Tenure regulations adopted by the Board of Trustees, 1971.

A. A new calendar of notice dates and procedures is established this year.

B. All faculty who began their tenure-track service on or after September 1, 1971, may not be considered for promotion to the rank of Associate Professor and Professor until they have earned tenure, or if they will gain tenure and promotion simultaneously.

C. The normal pattern for awarding tenure involves evaluation of a faculty member's performance over a period of four successive academic years, and for those not awarded tenure, a terminal year.

D. The president may award a fifth, and in exceptional cases, a sixth probationary year. For those denied tenure following the final probationary year (either the fifth or sixth by special dispensation) a terminal year shall be awarded. "A probationary academic employee shall not serve more than seven successive full-time years."

E. Faculty members who have earned tenure at another California State University may be appointed with tenure or with such credit toward tenure as the president determines to be appropriate.

F. Probationary faculty members who transfer from another California State University may be appointed with such tenure credit as the president determines to be appropriate.

G. The president may award tenure to any probationary academic employee earlier than the normal time required, "when, following an evaluation of the performance of the faculty member at the university, he finds that such early award of tenure is advantageous to the institution."

H. Tenure inures to the ranks of Assistant Professor and higher. A faculty member promoted to the rank of Assistant Professor during his probationary period shall be credited with consecutive probationary years served in the rank of instructor.

I. "If the academic employee is initially appointed to the rank of Professor, he may be considered for tenure during his first years, and, not later than June 1 of his second year, he shall be notified. . . .that he will either receive tenure or that he will receive a terminal year."

SABBATICAL LEAVE APPLICATIONS

1. Applications for sabbatical leave (3 copies) may be obtained in the office of the Dean of the School. The application includes:

Part I.	Leave Request
Part II.	Proposal Statement
Part III.	Request Abstract
Part IV.	Administrative Information

2. Routing:

a. A faculty member considering applying for sabbatical leave will discuss his request first with his department chairman. He will discuss, among other things, whether he qualifies under current State regulations.

b. He will further review his application with the department chairman to determine whether his absence would or would not undully inconvenience the department's program and whether his proposal would be educationally and professionally valuable to the department and the university as well as to himself. He will then complete his application and proposal. His completed application will contain his choice of bond or other means of assuring his return.

c. The department chairman will review and forward the request, with recommendations, to the office of the Dean of his school.

d. School committees will review and rank.

e. The Dean will review the application in light of needs and balances of the entire school.

f. The Dean will forward the application, with his recommendations, to the office of the Vice President-Academic Affairs who will review ***all*** applications for university balance, feasibility, and eligibility.

g. The Vice President will forward two copies of the applications, to the Sabbatical Leave Committee which will discuss each for its merits relative to the others and to the committee's minimum standards for such leaves. They will rank order the applications on merit. Their discussions, decisions, and resulting rank-order list will remain confidential; their criteria will be published in the Faculty Manual.

h. The committee will forward the rank list and application to the Vice President-Academic Affairs whose office will confirm the applicant's qualifications and right to such leave and the number of leaves to be granted within the budget provisions.

i. The Vice President will notify all applicants of their leaves or their right to apply for a difference-in-pay sabbatical leave if they have not been granted a one-semester full-pay or two-semester half-pay leave.

Information For Sabbatical Leave Applicants

These instructions are concerned with making an application for sabbatical leave. It is important that the applicant read carefully the following brief summary of general requirements, directions, and information relating to sabbatical leaves before filling out the attached application form. For other information, the applicant should consult the Sabbatical Leave Committee representative in his area.

1. Sabbatical leave may be granted to eligible faculty who present projects which "will substantially enhance his value to the State College and to the students thereof." – Title 5, paragraph 43004 (c) page 498.3.

To be eligible for a leave of absence with pay, an applicant must hold a full-time position and have served therein full-time as an academic employee, executive employee, or an employee in an academic-administrative assignment, or any combination thereof, for six consecutive academic years. The length of leaves of absence with pay, and the compensation to be paid during such leaves, shall be as provided in this Section.

One or more of the following objectives should be included in the projects: Creative activities in literature, art, science, social science, humanities, education, and related subjects; travel with a definite professional objective; professional studies leading to greater command of subject matter, organization of curricula, and methods of teaching.

2. The following considerations are important in choosing the type of leave for which you are applying:

   (a) "New plan" or funded sabbatical leaves may be taken for a semester at full pay or for an academic year at half pay. The number of new plan sabbatical leave is controlled by budget appropriation. Old plan or "difference in pay" sabbaticals are funded from departmental or school resources. The number of such sabbaticals is limited by a school's or department's ability to secure replacement appointments at the leave of Instructor I, Step I.

   (b) Faculty members who are successful applicants under the old plan (difference in pay) are paid the difference between their actual salary and that of an Instructor I, Step I.

   (c) The length of the required to complete the project should be considered carefully.

   (d) In considering the cost of a year's leave at difference of pay or at half pay, the applicant should not lose sight of the fact that a substantial part of his travel expenses are ordinarily deductible for income tax purposes.

3. The successful applicant is required to return service at the equivalent of one term for each term of such leave.

4. On returning from leave the successful applicant is required by law to file a report on his activities and progress. This brief report, of not more than two typed pages, should be sent to the Vice President-Academic Affairs.

5. An abstract of the applicants statement (see Part III) must accompany the application. The abstract should be explicit and succinct, not to exceed 200 words.

6. Attention is called to the importance of a clear and cogently written proposal to enable the Committee to reach an objective evalution.

GRIEVANCE PROCEDURES

A revised set of grievance procedures for academic personnel of the California State Universities and Colleges was approved by the Chancellor on June 19, 1972. Copies of these procedures are available in department and school offices, in the office of the Academic Senate and in the office of the Vice President for Academic Affairs.

FIELD TRIPS

Policy. Instructors are urged to enrich their classes, when appropriate, with suitable excursions and similar activities, both on- and off-campus. Excursions should be considered as much a part of the learning experience as more formal and common classroom activities. Accordingly, students should be held responsible for the knowledge to be gained from the trip.

Procedures.

1. The class should be notified of plans as far in advance as possible.

2. Parent permit-slips should be obtained for minors. These permit-slips are available in the department office and may be completed to cover an entire semester's field trip activities.

3. All plans should be thoroughly discussed with the school dean before the final arrangements are made.

4. The department office should be informed of the excursion schedule and incidental arrangements.

5. If the class is not meeting in a regular classroom, a notice should be posted on the door giving details of the substitute program.

Modification of Schedules. When required excursions are scheduled at other than regular class meeting hours, the normal classroom schedule may be modified accordingly. In some cases, the excursion schedule may produce conflicts with students' other classes. The students concerned can judge best which class work can be made up more easily.

Transportation. Transportation can be arranged by pooling students' cars, by using public carrier, or by chartering a bus. When transportation costs are involved, a student committee should be delegated to handle all funds. The university does not have facilities to aid in transportation problems. (In all cases, for maximum protection of both students and faculty members, insurance coverage should be checked.)

Liability. (See "Accident Reporting" in this manual, and also Business Office Associated Students for information on trip liability insurance.)

Emergency. In cases of emergency when parents or other parties wish to contact a student who is on a field trip, the university telephone exchange will be asked to contact the department office. Therefore, it is essential that the procedures noted above be followed exactly.

SECURITY REGULATIONS

Regulation of Use of Buildings and Grounds

RESOLVED, By the Board of Trustees of the California State Colleges, acting under the authority of Education Code Sections 22600, 22604, and 23604.1, and implementing Education Code Sections 22600, 22604, and 23604.1, and pursuant to the Administrative Procedure Act, that Article 9, consisting of Sections 42350, 42351, and 42352 and 42353, be added to Subchapter 4, Chapter 5 of Title 5 of the California Administrative Code, as follows:

Article 9. Use of State College Buildings and Grounds

42350. Soliciting, etc. (a) The soliciting, selling, exposing for sale, or offering to sell of any good, articles, wares or merchandise of any nature whatsoever, on a State College campus, is prohibited except by written permission of the president of the State College or his designee.

(b) This section shall not apply to private sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved.

(c) This section shall not apply to the soliciting, selling, exposing for sale, or offering to sell of books, newspapers, magazines, pamphlets and similar published materials pursuant to Section 42351, unless the same is attached to or made a part of some other article, ware, or merchandise as, for example, a printed wrapper covering an article of apparel.

42351. Soliciting, etc. of published materials. (a) The personal soliciting, selling, exposing for sale, or offering to sell by any person or persons, of any books, newspapers, magazines, pamphlets and similar published materials shall be permitted on a State College campus, provided that such published materials are not available for sale at the college bookstore; subject, however, to reasonable regulation by the respective State College president as to the time, place and manner thereof. All directives issued by a State College president pursuant to this section shall be available to the public at places designated pursuant to Section 42353.

(b) This section shall not apply to private sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved.

(c) Nothing in this section shall permit the soliciting, selling, exposing for sale or offering to sell of any material in violation of the provisions of Chapter 7.5, Title 9, Part 1 of the Penal Code, including any amendments thereto which may be enacted subsequent to the adoption of this Section.

42352 Handbills and Circulars. (a) No person or persons shall, upon any of the grounds of any State College, cast, throw, deposit, or distribute among pedestrians, or to persons in vehicles, any commercial advertising handbills or circulars, or any handbill or circular distributed for the purpose of advertising any merchandise, commodity, property, business, service, art or skill, offered, sold or rendered for hire, reward, price, trade or profit; provided, however, that the president of a State College, of his designee, may permit students enrolled at that college, and persons employed at that college, to distribute handbills and circulars as part of the activities of a recognized student organization at the State College, or an organization of employees at the State College.

(b) It shall be unlawful to dispose or place in or on any motor vehicle parked within any State College any commerical advertising handbills or circulars, or any handbills or circulars distributed for the purpose of advertising any merchandise, commodity, property, business, service, ware or skill, offered, sold or rendered for hire, reward, price, trade or profit.

(c) The distribution of written or printed matter devoted to the expression of views, opinions, beliefs or contentions relating to, or of notices or announcements of meetings to be held for discussion of religious, political or sociological subjects, or to public or civic affairs, or other controversies, or which treat any social or economic order

or which relate to the arts or sciences or which otherwise are not distributed for the purpose of soliciting business, trade or custom shall be permitted on State College campuses, subject, however, to reasonable regulation by the respective State College president as to the time, place and manner thereof. All directives issued by a State College president pursuant to this section shall be available to the public at places designated pursuant to Section 42353.

42353. Notice. Notice shall be posted at or near the principal entrances of each State College calling attention to the existence of regulations relating to soliciting and to handbills and circulars, citing by number the sections in this Article, and designating the places where copies thereof and of directives issued by the State College president pursuant thereto may be examined.